



# 2022 Annual Town Report Bedford, Massachusetts

## BEDFORD, MASSACHUSETTS

### Location

Bedford is located in Middlesex County—about fifteen miles northwest of Boston near the junction of routes 3 and 195 [128]. The Town may be accessed by car and by public transportation on the , taxi, shuttle, and Logan Express connect to Boston’s Logan Airport. Surrounding towns are Lexington, Concord, Carlisle, Burlington, Billerica, and Lincoln.

The Town map shows a land area of almost fourteen square miles, with 65.54 miles of public roads. There are rivers, ponds, fields, and forests saved as conservation lands. The Town maintains open spaces with walking trails and bikeways as well as athletic fields and parks for recreation.

### History

Incorporated in 1729, the initial community of fifty households survived on farming and requisite industries. The Town’s history is documented in the Bedford collection at the Bedford Public Library. Visitors are drawn to view historic sites including homes, the Old Burying Ground, The Wilson Mill, the Job Lane House and the original Bedford Flag that was taken to the battle of Lexington and Concord in 1775. With support from Friends of Depot Park, a historic park commemorating railroad activity in Bedford is located near the intersection of Loomis Street and Railroad Avenue. *Exploring Bedford*, a walking/biking tour guide describing these sites, is available at the Library and the Bedford Chamber.

<http://www.freedomsway.org/towns/bedford/bedford.html> will give you the history of what happened in Bedford the morning of April 19, 1775, and the addresses of the houses and other revolutionary sites that have been preserved in Bedford.

The circa 1713 Job Lane House, a beautifully

preserved example of the New England saltbox-style house, was home to one of Bedford's founding families and is open for tours twice a month, May to December ([www.bedfordmahistory.org/job\\_lane\\_house.htm](http://www.bedfordmahistory.org/job_lane_house.htm)).

The Bedford Historical Society offers an annual lecture series on local history, presents historical displays in various Town buildings, answers research requests from the public, and maintains in its Archives an extensive collection of Bedford artifacts, documents, photographs, and reference materials ([www.bedfordmahistory.org](http://www.bedfordmahistory.org)).

### Population and Housing

Bedford’s 2020 population of 14,383 represents 5,312 households and 10,377 voters. In 2019 per capita income was \$62,831. Detailed demographic information is provided by the American Community Survey (from the US Census).

### Local Town Government

Bedford’s Select Board Open Town Meeting form of government has been operative since 1729. Descriptions of elected and appointed offices, processes, regulations and codes are contained in detail in the Charter and General Bylaws. Elected officials, staff and many appointed citizen committees are vital in preparation, planning and delivery of Town government services. The Volunteer Coordinating Committee recruits volunteers for the appointed citizen participation committees. The Annual Town Election is on the second Saturday of March, with Annual Town Meeting traditionally beginning on the fourth Monday of March.

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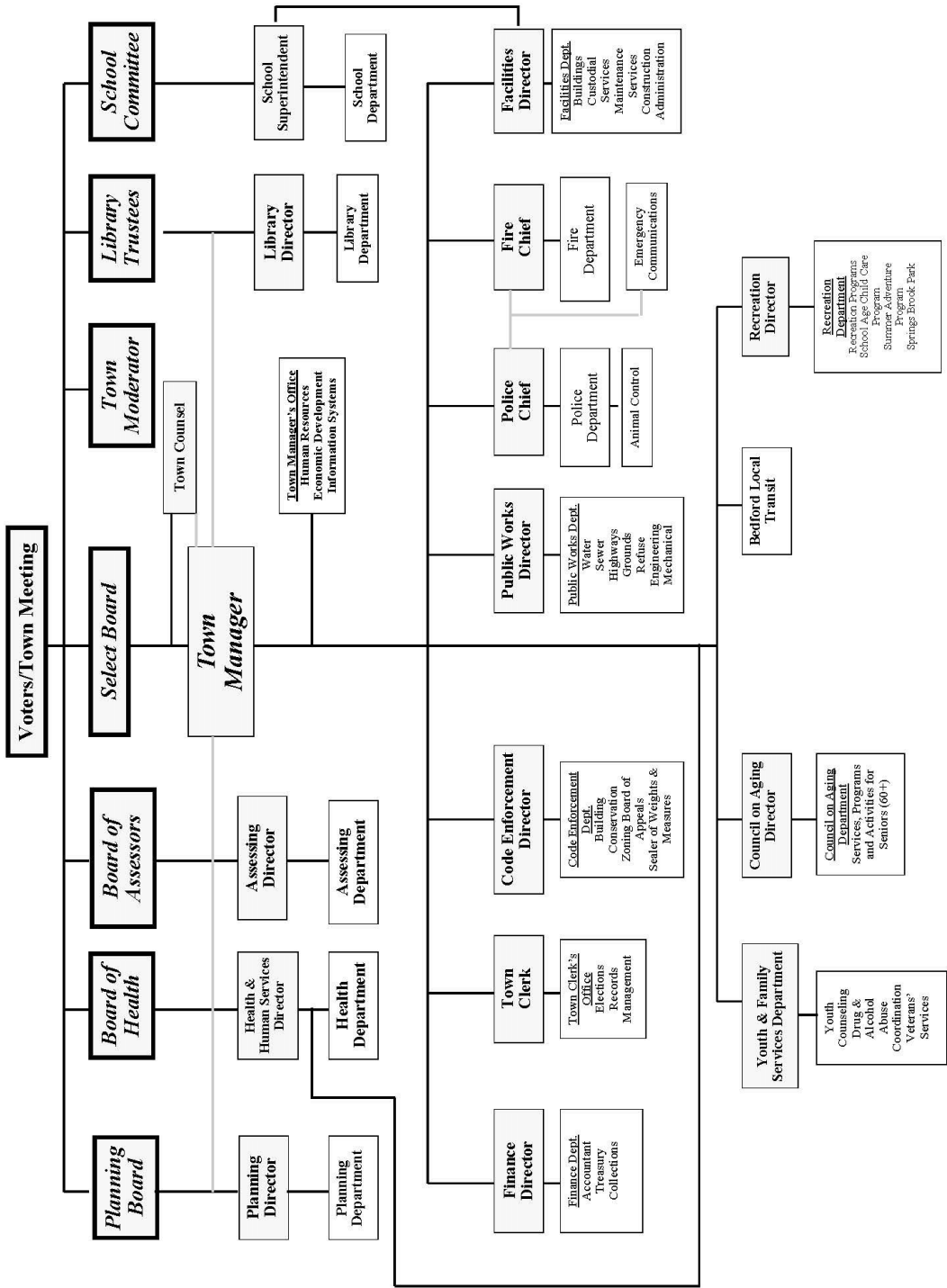
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**Cover designed by Jean Hammond  
Photo courtesy of Meaghan Sturgis**

# Town of Bedford Organization Chart



## TOWN OF BEDFORD DIRECTORY

<b><u>TOWN DEPARTMENTS &amp; SERVICES</u></b>		
<b>Bedford Community Access TV</b>	16 South Road	781-275-5004
<b>Bedford Public Library</b>	7 Mudge Way	781-275-9440
<b>Bedford Public Schools</b>	97 McMahon Road	781-918-4444
<b>Superintendent</b>	97 McMahon Road	781-275-7588
<b>Assistant Superintendent</b>	97 McMahon Road	781-275-2155
<b>Bedford High School</b>	9 Mudge Way	781-275-1700
<b>Eleazer Davis Elementary School</b>	410 Davis Road	781-275-6804
<b>Job Lane Elementary School</b>	62 Sweetwater Ave.	781-275-7606
<b>John Glenn Middle School</b>	99 McMahon Road	781-275-3201
<b>Facilities Department</b>	101 McMahon Road	781-275-5290
<b>Fire Department - Non-Emergency</b>	55 Great Road	781-275-7262
<b>Fire Department - Emergency</b>		911
<b>Police Department - Non-Emergency</b>	2 Mudge Way	781-275-1212
<b>Police Department - Emergency</b>		911
<b>Public Works Department</b>	314 Great Road	781-275-7605
<b>Bedford Local Transit</b>	12 Mudge Way	781-275-2255
<b>Council on Aging</b>	12 Mudge Way	781-275-6825
<b>Health Department</b>	12 Mudge Way	781-275-6507
<b>Recreation Department</b>	12 Mudge Way	781-275-1392
<b>Town Center Coordinator</b>	12 Mudge Way	781-275-4880
<b>Veterans' Services</b>	10 Mudge Way	781-275-1328
<b>Youth &amp; Family Services</b>	12 Mudge Way	781-275-7727
<b>Town Hall</b>	10 Mudge Way	781-275-1111
<b>Assessors</b>	10 Mudge Way	781-275-0046
<b>Code Enforcement</b>	10 Mudge Way	781-275-7446
<b>Collector's Office</b>	10 Mudge Way	781-275-1517
<b>Conservation Commission</b>	10 Mudge Way	781-275-6211
<b>Finance Department</b>	10 Mudge Way	781-275-2218
<b>Human Resources</b>	10 Mudge Way	781-275-1111
<b>Planning Board</b>	10 Mudge Way	781-275-1548
<b>Town Clerk</b>	10 Mudge Way	781-275-0083
<b>Town Manager</b>	10 Mudge Way	781-275-1111



## OUR TOWN

### Situation

About 15 miles northwest of Boston  
Middlesex County

### Population

14,383

### Elevation

Highest- 280 feet above sea level  
Lowest- 110 feet above sea level

### Assessed Valuation for FY21

Total Assessed Value = \$4,146,293,690 (Total Real & Personal)

### FY21 Tax Rates

Residential = 13.53/1000  
Commercial/Industrial & Personal Property = 29.72/1000

### FY21 Water Rates

Water Base Rate Minimum Bill = \$35/ year  
0-2000 cubic feet = \$1.80/ 100 CF  
Over 2,000 cubic feet = \$9.90/ 100 CF

### FY21 Sewer Rates

Sewer Base Rate Minimum Bill = \$45/ year  
0-2000 cubic feet = \$3.20/ 100 CF  
Over 2,000 cubic feet = \$13.70/ 100 CF

### Website

[www.bedfordma.gov](http://www.bedfordma.gov)

### Type of Government

Select Board  
Open Town Meeting



### Senators in Congress

Elizabeth Warren, 617-565-3170  
Edward Markey, 617-565-8519

### Representative in Congress

Seth Moulton (6<sup>th</sup> District),  
978-531-1669

### State Senator

Michael Barrett (3<sup>rd</sup> Middlesex District),  
617-722-1572

### Member of Governor's Council

Marilyn Petitto Devaney (3<sup>rd</sup> Middlesex District),  
617-725-4015 ext. 3

### Representative in General Court

Kenneth Gordon (21<sup>st</sup> Middlesex District),  
617-722-2240

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### Qualifications for Registration as Voters

To register to vote you must be a Town resident, 18 years old, American-born or fully naturalized. Town Clerk's Office Hours are Monday, 8:00a.m. to 7:00p.m. Tuesday through Thursday, 8a.m. to 4p.m. and Friday, 8:00a.m. to 1:00p.m. Additional information including online voter registration is available on the Secretary of the Commonwealth's website.

### Dog Licenses

A dog must be licensed within 30 days of arrival in Town. Puppies must be registered by three months old if rabies vaccinations have been administered. Registrations are held June 1 through August 31 with the Town Clerk. License fees: \$15/1 year; \$18/2 years; \$25/3 years. All licenses expire August 31. After August 31, a \$5.00 fine is due up to thirty days. After thirty days, a \$25.00 fine is due.

### Tax Bills

Tax bills are paid quarterly. The first two quarters are preliminary bills and are based on the previous year's bill. The first quarter is due on August 1, the second quarter on November 1; third quarter on February 1; and fourth quarter on May 1. If unpaid, interest will be calculated from the due date to date of payment. Motor vehicle excise bills are due 30 days from date of issuance, as well as water bills. Interest and demand charges will be assessed if bills are past due. Online payments are accepted (see above)

[www.bedfordma.gov](http://www.bedfordma.gov)

### Board of Health

Cases or suspect cases of communicable or infectious diseases shall be reported by household members, physicians, and other health care providers as defined by M.G.L. Ch. 111, Sec. 1, by telephone, in writing, by facsimile, or other electronic means, immediately, but in no case more than 24 hours after diagnosis or identification, to the Board of Health in the community where the case is diagnosed or suspect case is identified. The local Board of Health's responsibility, upon receipt of such a report, is set forth in Massachusetts Regulations 105 CMR 300.110 and 300. The Board of Health's telephone number is 781-275-6507.



## APPOINTED COMMITTEES

<b><u>Charter &amp; Bylaw Review Committee</u></b>		<b><u>Council on Aging</u></b>		<b><u>Hartwell Road Committee</u></b>	
Carol Amick	2021	Emily Pruyn	2021	William Moonan	2021
Betsey Anderson	2021	Sandra Hackman	2021	Jennifer Boles	2021
Walter St. Onge	2021	Allan E. Morgan	2021	Meeta Mathur	2021
Cathy Cordes (Res. 3/'21)	2021	Roberta Ennis	2022	Elizabeth Kennedy	2021
Bruce Murphy	2021	Richard Rosen	2022	Karl Winkler	2021
Jan Shepard	2021	Lewis Putney	2022		
Jacinda Barbehenn	2021	Thomas Kinzer	2023	<b><u>Historic District Commission</u></b>	
Daniel Brosgol	2021	Gene Kalb	2023	<b><u>Full Members</u></b>	
Edward Pierce	2021	Cindy Tulimieri (Eff. 2/'21)	2023	Karl Winkler	2021
				Karen Kalil-Brown	2021
				Alan Long	2022
				Salvatore Canciello	2022
				William Moonan	2023
<b><u>Community Preservation</u></b>		<b><u>Cultural Council</u></b>		<b><u>Historic Preservation</u></b>	
Lee Vorderer	2021	Barbara Purchia	2021	Ann Seamans (Dec. 1/'21)	2020
Lauren Crews	2021	Angel Pettitt	2021	David Goldbaum	2021
Shawn Hanegan	2021	Breena Daniell	2021	Jessie McAleer	2021
Steven Hagan	2022	Charles Lipson	2021	Katherine Blakeslee	2022
Katherine Blakeslee	2022	Elaine Grace	2022	Donald Corey	2022
Margot Fleischman	2022	Judith G. Mabry (Res. 2/'21)	2022	John Linz	2023
Christina Wilgren	2023	Jane Franklin	2022	Richard LeSchack	2023
Robin Steele	2023	Roberta Ennis	2022		
Erin Dorr (Eff. 1/'21)	2023	Susan Schwartz	2022		
		Rebecca Hazelton	2023		
		Christine Wojnar	2023		
<b><u>Community Media Committee</u></b>		<b><u>Depot Park Advisory (Ad Hoc)</u></b>		<b><u>Municipal Affordable Housing Trust</u></b>	
James Shea (Until 10/'20)	2020	Steven Hagan	2022	Alice Sun	2022
Ralph Hammond	2021	James Shea	2022	Christina Wilgren	2022
Ying MacDonald	2021	Joseph Piantedosi	2022	Ed Pierce	2021
Mark Guetersloh (Eff. 2023)	2023			Sarah Stanton	2021
Bryan Carr (Eff. 1/'21)	2023			Kylie Butler (Eff. 1/'21)	2022
				Bopha Malone	2021
<b><u>Conservation Commission</u></b>		<b><u>Energy and Sustainability Committee</u></b>		<b><u>Patriotic Holiday</u></b>	
Steven Hagan	2021	Emily Prince	2021	Barbara Purchia	2021
Allan Wirth	2021	Robert Dorer	2021	John Monahan	2021
Deb Edinger	2021	Margot Fleischman	2021	Joseph R. Piantedosi	2021
Arthur Smith (Res. 7/'20)	2022	Daniel Bostwick	2022	John Cooper	2021
Lori Eggert	2022	Suzy Enos	2022	Paul A. Purchia	2021
Frank Richichi (Eff. 2/'21)	2022	Christine Rabinowitz	2023	James Burton	2021
Christopher Gittins	2023			Vincent A. Fay, Jr. (Dec)	2021
Stacey Katz (Eff. 5/'21)	2024			Roberta M. Ennis	2021
				Jon O'Connor	2021
<b><u>Constables</u></b>		<b><u>Finance Committee</u></b>			
Anthony J. Saia	2022	Stephen D. Steele	2020		
Joseph Topol	2022	Erica Liu	2020		
		Paul Mortenson	2020		
		David Powell	2021		
		Karen Dunn	2021		
		Stephen C. Carluccio	2021		
		Elizabeth McClung	2022		
		Thomas Busa	2022		
		Benjamin Thomas	2022		



## APPOINTED COMMITTEES

<b><u>Petitioners Advisory</u></b>		<b><u>Youth and Family Services</u></b>		<b><u>Election Officers cont.</u></b>
Walter St. Onge	2020	Marcia Morgan	2020	Patricia Dahlgren
Robert Dorer	2020	Peter Ricci	2021	James Daly
		Dori Pulizzi	2021	Nancy Daugherty
		Susan Schwartz	2021	Robert Dorer
		Marge Heckman	2021	Sarah Dorer
		Ann Guay	2024	Colleen Dunlea
		Amy Hamilton		Rosemary Dyer
		(Recreation)		Michele Ferland
		Jim Hunt (Police)		Jane Gallagher-Reid
		Emily Mitchell (Sel.)		Joanne Glover
				Kathleen Grey
				Shaena Grossman
				Margaret Heckman
				Norman Heckman
				Liz Henning
				Diane Hester
				Linda Hocker
				Andrew Horne
				Eileen Horne
				Janet Humphrey
				Samuel Hurwitz
				Craig Jackson
				Kathryn Jarvis
				Stephanie Jelloe
				Stephanie Keep
				William Kessel
				Deborah L. Larsen
				Joan Larsen
				Richard Leary
				A. Richard LeSchack
				Amina Lobban
				Fatima Lomot
				Marie Louka
				Rebecca Mantz
				Kathleen Masci
				Michelle Matteo
				Dick Mazow
				Ellen Mazow
				Robert McClatchey
				Susan McDonough
				Mark McDowell
				Phyllis McGovern
				Joseph Mendousa
				Mary Quinn Mendousa
				Christine Miller
				Laura O'Malley
<b><u>Recreation Commission</u></b>		<b><u>Zoning Board of Appeals</u></b>		
Julie Halloran	2023	<b><u>Full Members</u></b>		
Michael O'Donnell	2021	Todd A. Crowley	2021	
Ronald Richter	2022	Angelo Colasante	2022	
Robin Steele	2022	Carol Amick (Res. 2/'21)	2022	
Heidi Trockman (Eff. 2/'21)	2023	John D. Hadden (Full Member Eff. 2/'21)	2022	
		Robert Kalantari	2023	
		R. Jeffrey Dearing	2023	
		<b><u>Associate Members</u></b>		
		Kay Hamilton	2022	
<b><u>Registrars of Voters</u></b>		<b><u>Election Officers</u></b>		
Anita Feld (Res. 8/'20)	2021	Julia Afeltra		
James W. Martin	2021	Matthew Agen		
William Speciale	2022	Sandra Alexander		
Interim Town Clerk Rosemary Harvell (Until 7/'21)		Sandy Baker		
Town Clerk Bridget Rodrigue (Eff. 7/'21)		Andrea Batista		
		Ann Blanchard		
		Rosanne Brennan		
		Iris Brough		
		Deborah H. Caban		
		Robert Carlson		
		Koa Chun		
		Alice Churella		
		Daniel Churella		
		Paul Ciaccia		
		Wendy Ciaccia		
		Pamela Clare		
		John Clark		
		Marion Connarton		
		Mark Connarton		
		John Cooper		
		Kelly Craven		
		Sarah Craven		
		Patricia Crew		
		Randi Currier		
<b><u>Trails Committee (Ad)</u></b>				
Michael Barbehenn	2021			
Paul Marcus	2021			
Joseph Mazzeo	2021			
Mark Levine	2021			
Harold R. Ward	2021			
Daniel Hurwitz	2021			
Clem Larson	2021			
<b><u>Transportation Advisory</u></b>				
Dawn Lafrance-Linden	2021			
Jacinda Barbenhenn	2021			
Margot Fleischman	2021			
Sandra Hackman	2022			
Scot Shaw	2023			
Peter Bernhardt	2023			
<b><u>Volunteer Coordinating</u></b>				
Joseph Piantedosi	2021			
Angelo Colao	2021			
Patricia Carluccio	2022			
Jennifer Kelley	2023			
Kelly Korenak (Eff. 2/'21)	2023			

## APPOINTED COMMITTEES

### **Election Officers cont.**

Debra Parkhurst  
 Emily Pruyn  
 Ken Pruyn  
 Helen Pulizzi  
 Anita Raffa  
 Anita Raj  
 Katherine Register  
 Dennis Ross  
 Linda Roth  
 Alice Rouse  
 Kristine Sacco  
 Elizabeth A. Salzer  
 Brian Sarr  
 Janet Schimelfenyg  
 Carey Sclafani  
 Paolo Sepe  
 Jennifer Smith-Foster  
 Mary Jane St. Amour  
 John Stella  
 Rita Sullivan  
 Ellen J. Tate  
 Vincent Therrien  
 Mary Ellen Turner  
 Roberta Valday  
 Roberta Vernon  
 Lee Vorderer  
 Heather Westbrook  
 Peggy Whiteley  
 Ann Williams

### **MBTA District Representative**

Margot Fleischman 2021

### **Town Manager**

Sarah Stanton

### **Assistant Town Manager**

Colleen Doyle

Amy Fidalgo

### **Town Counsel**

George Hall 2021

### **Town Historian**

Sharon McDonald 2021

### **Tree Warden**

Dennis Freeman

### **Veterans' Graves Officer**

Paul Purchia 2021

### **Veterans' Officer**

William Linnehan

### **SuAsCo River Stewardship Council**

Joseph Piantedosi  
 Ralph Hammond

### **Hanscom Field Advisory Committee**

Emily Mitchell 2022

### **HATS**

Steven Hagan 2021  
 Emily Mitchell 2023

### **Metropolitan Area Planning Council**

Sandra Hackman 2022  
 Margot Fleischman 2022  
 (Alternate)

## SELECT BOARD

### **PURPOSE**

The Select Board is the executive branch of Bedford's Town government. Five Select Board members comprise the chief executive body of the Town and oversee all municipal departments and offices that serve under the leadership of Town Manager Sarah Stanton. These include Fire, Police, Public Works, Health and Human Services, Facilities (shared management with the School Department), Finance, Recreation, Bedford Local Transit, Code Enforcement, Council on Aging, and the Town Clerk.

### **FY21 HIGHLIGHTS**

#### **Personnel Changes**

During FY21, the Town welcomed Finance Director/Town Accountant David Castellarin and Treasurer/Collector Christopher Schweitzer.

This year saw the retirements of several long-term Town employees, including Town Engineer Adrienne St. John, Information Technology Director Sherwood Ives, Recycling Coordinator Ed McGrath, and beloved Bedford Local Transit driver Dottie Blake. The Select Board thanks each of these valued employees for their service and wishes them well in their well-earned retirements.

#### **Town Meetings**

During FY21, the Town successfully conducted two outdoor, socially distanced Annual Town Meetings. 2020 Annual Town Meeting was held on July 11, 2020, on Sabourin Field. A law signed by Governor Baker on June 5, 2020 provided for temporary changes to Town Meeting and budgeting processes in response to the public health emergency. This extended the deadline for municipalities to adopt a FY21 budget until July 31, 2021, thereby allowing Bedford to hold its town meeting after June 30. In April, Cathy Cordes moved out of Bedford to live closer to family, and therefore resigned as Town Moderator. 2021 Annual Town Meeting

was held on May 15, 2021, on Sabourin Field with former Town Moderator Betsey Anderson elected as the Acting Moderator by vote of Town Meeting.

#### **Town Officers**

In March 2021, Select Board member Margot Fleischman was re-elected for a fourth three-year term.

#### **Pandemic Response**

During FY21 many Town programs and services were oriented to responding to the needs of the community during the ongoing COVID-19 pandemic. Significant efforts were made across all departments to ensure access to public health information, testing, and vaccines, as well as to provide economic relief to individuals, families, and businesses. Through close coordination between the Town Manager, her staff, and the Facilities Department, Town Hall reopened fully to the public. Town buildings were retrofitted to accommodate social distancing and encourage best public health practices in order to ensure resident and staff safety.

A grant-funded COVID-19 testing program was conducted by the Bedford Fire Department in collaboration with the Health and Human Services Department and Town Manager's office. The testing program administered over 5,000 tests to Bedford residents and employees. Testing ensured continuity of operations for Town and School staff, as well as provided a needed service to the community. The Town provided COVID-19 vaccination clinics, outreach, and direct service to homebound residents. Personnel from several departments staffed a COVID-19 vaccine call center to ensure residents over 65 were able to gain appointments for the first round of available COVID-19 vaccines.

In response to ongoing food insecurity, the Emergency Food Bank continued operations,

## SELECT BOARD

relocating from John Glenn Middle School to the Shawsheen Room at Town Center. Since its inception in March 2020, the Food Bank has served an average of 100 households per week, and has distributed over 300,000 pounds of food.

### **Economic Development**

Due to the efforts of Economic Development Director Alyssa Sandoval, the Town received a Local Rapid Recovery Plan grant to fund a study of economic development opportunities along the Minuteman Bikeway in partnership with the towns of Arlington and Lexington. The study provided an assessment and toolkit for evaluating current and future development along the Minuteman Bikeway corridor.

The Town also received a “Shared Streets” grant to enliven public places throughout the Town. The grant purchased a “parklet” outside of Ken’s Deli, and Adirondack chairs for use throughout the Town.

### **Supporting Small Businesses**

Two shop-local initiatives (“Buy Bedford” and “Love Bedford”) were organized to support small businesses and minimize the financial impact of the pandemic to Bedford’s local economy.

The Select Board expanded outdoor dining options for local restaurants, and waived permit renewal fees for restaurants in recognition of the financial hardships presented by the pandemic.

### **Cultural District**

Through a cooperative effort that included the Town Manager, Economic Development Director, and Bedford Cultural Council, the Town obtained certification for a Cultural District in our historic downtown area, becoming one of only 43 designated Massachusetts Cultural Council districts in the Commonwealth. This certification will help drive future cultural projects and tourism, and

support post-pandemic economic recovery.

### **Diversity, Equity, and Inclusion**

Bedford was one of only six communities in Massachusetts to receive a grant to participate in a Racial Equity Municipal Action Plan (REMAP) in partnership with the Metropolitan Area Planning Council, the Government Alliance on Race Equity, and the Federal Reserve Bank of Boston. The grant will provide Bedford with a roadmap toward improving employee and board/committee diversity, while fostering a more inclusive community.

### **Energy and Sustainability**

The Town successfully renewed a three-year Community Choice Aggregation (CCA) contract. This will provide residents with fixed electricity rates that are lower than the current CCA rates, which expire in December 2021. The Select Board chose to increase the default percentage of renewable energy provided in the CCA program from 5% to 20%, reflecting one of the goals of the Town’s Net Zero Plan, which calls for increasing the percentage of renewables each time the CCA contract is renewed.

The Police Station addition and renovation project approved at 2021 Annual Town Meeting includes upgrades that align with the Town’s Energy Net Zero Policy.

The Town also increased the number of electric vehicles (EV) in the municipal fleet, and received a grant to install new EV charging stations at Depot Park.

### **Board and Committee Handbooks**

FY21 saw the creation and adoption of the first-ever Select Board Handbook. The handbook sets forth the Select Board’s functions, procedures, and policies, in an effort to provide an efficient foundation for consistent, transparent, and effective Board administration. It is intended to serve as a resource for both new and veteran Board members, as well as for other officials and

## SELECT BOARD

employees of the Town's government and the public.

The Select Board also created and adopted a similar document to provide guidance to the Town's appointed boards and committees. The purpose of the Handbook for Appointed Boards and Committees is to promote decision-making that is open, thoughtful, fact-based, respectful, and fair, in compliance with Town bylaws and with all state and federal laws.

### **Volunteer Recruitment and Reappointment**

The Town of Bedford is grateful to 150+ volunteers who serve on boards, committees, commissions, and task forces. The Select Board extend their sincere thanks to all the staff and volunteers who work tirelessly throughout the year to make Bedford a wonderful community in which to live and conduct business.

In an effort to promote wider participation in local government, the Select Board charged the Volunteer Coordinating Committee with expanding outreach to underrepresented segments of the community. The Select Board is pleased to report increasing diversity of age, gender, and background among committee members.

The Select Board also implemented a new process for volunteers seeking reappointment. The reappointment process is intended to give appropriate weight to committee reappointments; to clarify that being reappointed is neither an obligation nor automatic; and to provide public insight into members' understanding of the charge and the future needs of their committee. A new reappointment form gives board members a chance to speak to their accomplishments and goals for continued service. The Select Board is appreciative of the time and effort volunteers have made to provide thoughtful responses to the reappointment questions, and thanks all for their service.

### **Engagement**

This year, the Select Board established a public comment period for every regular Select Board meeting to allow comment on agenda items before the Board. The Select Board welcomes input, and questions or concerns can be emailed directly from the Select Board's web page, [www.bedfordma.gov/Select Board](http://www.bedfordma.gov/SelectBoard). To send an email to an individual Select Board member, click on that Select Board member's name in the Contacts list at the bottom of the page; to contact all the members, click on the "Select Board" option.

Residents wishing to stay abreast of issues before the Town are encouraged to visit [www.bedfordma.gov/subscribe](http://www.bedfordma.gov/subscribe) to sign up for meeting agenda alerts and other news and announcements.

### **FY22 PROJECTIONS**

#### **Pandemic Response and Recovery**

The Select Board anticipates significant pandemic-related activities will continue through FY22. COVID-19 recovery will continue to be an important priority of the Town, as will ongoing efforts to mitigate the effects of the pandemic on public health.

#### **DEI and Sustainability Lens**

The Select Board identified diversity, equity, and inclusion (DEI) and sustainability as the overarching goals that will guide all activities for the coming year.

#### **Fire Station**

The Select Board anticipates bringing forward an Article at 2022 Annual Town Meeting for land acquisition for a new Fire Station.

#### **Space Needs**

In the year ahead, efforts will be made to analyze the Town's space needs with the goal of making the best use of municipally-owned buildings to support the activities of every department. In order to accomplish this, the Select Board plans to conduct a municipal



## SELECT BOARD

building space inventory and evaluation.

### **Engagement**

One silver lining to the changes that were made in response to the pandemic has been the ease of access to Town government that virtual meetings has provided. The Select Board has noted the increased public participation in meetings, and hopes to encourage this trend in the coming year by utilizing technology to make hybrid meetings possible for certain boards and committees.

## FINANCIAL SERVICES

### Finance Department

#### **David Castellarin- Finance Director/Town Accountant.**

As management of the Town of Bedford, we offer readers of these financial statements this narrative overview and analysis of the Town's financial activities for the fiscal year ended June 30, 2021.

#### Financial Highlights

The assets and deferred outflows of resources of the Town exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$77,894,189 (net position).

- The Town's total net position decreased by \$2,974,609.
- At the end of the fiscal year, unassigned fund balance for the general fund totaled \$17,161,496, or 15.3% of total general fund expenditures and transfers out.
- The Town's total bonded debt decreased \$5,100,464 during the fiscal year. The Town issued \$8,835,000 of new debt, received \$1,801,767 of premiums, and retired \$15,737,231 of existing debt and premiums during the fiscal year.

#### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the *basic financial statements*, which consists of the following three components:

- Government-wide financial statements
- Fund financial statements
- Notes to the basic financial statements

This report also contains required supplementary and other information in addition to the basic financial statements.

#### Government-wide financial statements

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances, in a manner similar to private-sector business.

The statement of net position presents information on all of the Town's non-fiduciary assets, deferred outflows, liabilities and deferred inflows, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net positions are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes, earned but unused vacation leave, etc.) Both of the government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). Governmental activities include general government, public safety, education, public works, water, sewer health and human services, culture and recreation and debt service - interest. Business-type activities include the Town's ambulance operations.

## FINANCIAL SERVICES

### Finance Department

#### Fund financial statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into the following categories and are described below:

- Governmental funds
- Proprietary funds
- Fiduciary funds
- Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental funds financial statements focus on near-term inflows and outflows of expendable resources, as well as on balances of expendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term effect of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of

revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town maintains 11 individual governmental funds. Information is presented separately in the governmental fund's financial statements for the general, sewer (special revenue), and community preservation (special revenue) funds, each of which are considered to be major funds. Data from the other 8 governmental funds are combined into a single, aggregated presentation titled *nonmajor governmental funds*.

#### Proprietary Funds

The Town maintains one type of proprietary fund. The enterprise fund is used to report the same functions presented as business-type activities in the government-wide financial statements. The Town uses an enterprise fund to account for its ambulance operations.

#### Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town's programs. The accounting used for fiduciary funds is similar to that used for proprietary funds.

The other post-employment benefits (OPEB) trust fund and private-purpose trust funds are reported in the fiduciary fund's financial statements.

# FINANCIAL SERVICES

## Finance Department

GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2021

ASSETS	General	Sewer	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
Cash and Cash Equivalents	\$ 29,164,162	\$ -	\$ -	\$ -	\$ 29,164,162
Investments	8,551,211	-	-	-	8,551,211
Receivables, Net of Allowance for Uncollectible Amounts:					
Real Estate and Personal Property Taxes	421,669	-	-	-	421,669
Tax Liens	74,160	-	-	-	74,160
Motor Vehicle and Other Excise taxes	338,427	-	-	-	338,427
User Fees	1,377,393	1,419,883	-	-	2,797,276
Departmental and Other	89,154	-	13,759	105,507	208,420
Intergovernmental	952,290	-	-	619,647	1,571,937
Restricted Assets:					
Cash and Cash Equivalents	46,625	7,919,852	4,056,614	9,532,374	21,555,465
Investments	1,051,848	-	-	5,044,974	6,096,822
Total Assets	\$ 42,066,939	\$ 9,339,735	\$ 4,070,373	\$ 15,302,502	\$ 70,779,549

### LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES

LIABILITIES					
Warrants Payable	\$ 2,093,487	\$ -	\$ 12,802	\$ 710,745	\$ 2,817,034
Accrued Payroll	4,258,166	-	-	269,212	4,527,378
Tax Refunds Payable	989,298	-	-	-	989,298
Abandoned Property	76,744	-	-	-	76,744
Other Liabilities	2,269,635	-	-	447,000	2,716,635
Total Liabilities	9,687,330	-	12,802	1,426,957	11,127,089

### DEFERRED INFLOWS OF RESOURCES

Unavailable Revenue	3,129,205	1,419,883	13,760	4,949	4,567,797
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### FUND BALANCES

Non-spendable	-	-	-	975,640	975,640
Restricted	1,098,472	7,919,852	4,043,811	12,894,956	25,957,091
Committed	9,979,130	-	-	-	9,979,130
Assigned	1,011,306	-	-	-	1,011,306
Unassigned	17,161,496	-	-	-	17,161,496
Total Fund Balances	29,250,404	7,919,852	4,043,811	13,870,596	55,084,663

### Total Liabilities, Deferred Inflows of Resources and Fund Balances

	\$ 42,066,939	\$ 9,339,735	\$ 4,070,373	\$ 15,302,502	\$ 70,779,549
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# FINANCIAL SERVICES

## Finance Department

GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

	General	Sewer	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>					
Real Estate and Personal Property Taxes	\$ 70,235,573	\$ -	\$ -	\$ -	\$ 70,235,573
Motor Vehicle and Other Excise Taxes	2,574,790	-	-	-	2,574,790
Payments in Lieu of Taxes	1,745,164	-	-	-	1,745,164
Community Preservation Surcharges	-	-	1,819,262	-	1,819,262
Charges for Services	4,611,492	5,420,852	-	-	10,032,344
Intergovernmental	21,743,432	-	561,354	7,502,050	29,806,836
Penalties and Interest on Taxes	178,891	-	2,218	-	181,109
Departmental and Other	4,419,823	-	-	3,032,004	-
Contributions	-	-	-	310,702	-
Investment Income	440,854	-	-	221,594	-
Total Revenues	103,750,019	5,420,852	-	11,686,410	-
<b>EXPENDITURES</b>					
Current:					
General Government	5,733,750	-	-	1,227,225	-
Public Safety	7,047,232	-	-	1,331,425	-
Education	58,167,051	-	-	8,270,493	-
Public Works	7,707,177	-	-	2,759,071	-
Water	2,968,952	-	-	-	-
Sewer	640,799	-	-	182,014	-
MWRA Assessment	3,563,964	-	-	-	-
Health and Human Services	1,094,763	-	-	1,636,071	-
Culture and Recreation	1,426,334	-	-	1,452,685	-
Pension Benefits	4,748,464	-	-	-	-
Employee Benefits	8,044,856	-	-	-	-
State and County Charges	415,169	-	-	-	-
Principal	7,303,663	-	-	-	-
Debt Service:					
Interest	2,074,393	-	-	-	-
Total Expenditures	110,936,567	-	-	16,858,984	-
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>					
	(7,186,548)	5,420,852	-	(5,172,574)	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Issuance of Bonds and Notes	-	-	-	2,595,000	2,595,000
Premium from Issuance of Bonds and Notes	425,079	-	-	-	425,079
Issuance of Refunding Bonds	-	-	1,438,500	4,801,500	6,240,000
Premium from Issuance of Refunding Bonds	-	-	317,366	1,059,322	1,376,688
Transfers In	7,179,085	-	-	375,000	7,554,085
Transfer Out	(881,401)	(5,541,075)	(1,164,010)	(474,000)	(8,060,486)
Payments to refunded bond escrow agent	(261,203)	-	(1,755,866)	(5,860,822)	(7,877,891)
Total Other Financing Sources (Uses)	6,461,560	(5,541,075)	(1,164,010)	2,496,000	2,252,475
<b>NET CHANGE IN FUND BALANCES</b>					
	(724,988)	(120,223)	(706,072)	(2,676,574)	(4,227,857)
Fund Balances - Beginning of Year	29,975,392	8,040,075	4,749,883	16,547,170	59,312,520
FUND BALANCES - END OF YEAR	\$ 29,250,404	\$ 7,919,852	\$ 4,043,811	\$ 13,870,596	\$ 55,084,663



# FINANCIAL SERVICES

## Finance Department

TOWN OF BEDFORD  
PROPRIETARY FUNDS

STATEMENT OF FUND NET POSITION  
JUNE 30, 2021

	Business-Type Activities - Enterprise Funds
	Ambulance
<b>ASSETS</b>	
Current Assets:	
Cash and Cash Equivalents	\$ 318,735
Restricted Cash and Cash Equivalents	8,685
Receivables, Net of Allowance for Uncollectible Amounts:	
User Fees	505,300
Total Current Assets	832,720
Noncurrent Assets:	
Capital Assets, Net of Accumulated Depreciation	273,542
Total Assets	1,106,262
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Related to OPEB	90,525
Related to Pension	26,470
Total Deferred Outflows of Resources	116,995
<b>LIABILITIES</b>	
Current Liabilities:	
Warrants Payable	23,422
Accrued Payroll	44,610
Compensated Absences	18,796
Long-Term Bonds and Notes Payable	79,446
Total Current Liabilities	166,274
Noncurrent Liabilities:	
Compensated Absences	4,610
Net Pension Liability	440,268
Net OPEB Liability	584,113
Long-Term Bonds and Notes Payable	230,565
Total Noncurrent Liabilities	1,259,556
Total Liabilities	1,425,830
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Related to OPEB	85,825
Related to Pension	39,522
Total Deferred Inflows of Resources	125,347
<b>FUND NET POSITION/(DEFICIT)</b>	
Net Investment in Capital Assets	(27,784)
Unrestricted	(300,136)
Total Fund Net Position/(Deficit)	\$ (327,920)

# FINANCIAL SERVICES

## Finance Department

### TOWN OF BEDFORD PROPRIETARY FUNDS

#### STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION FOR THE FISCAL YEAR ENDED JUNE 30, 2021

	Business-Type Activities - Enterprise Funds
	<u>Ambulance</u>
OPERATING REVENUES	
Charges for Services	\$ 1,157,332
OPERATING EXPENSES	
Cost of Service and Administration	1,171,174
Depreciation	<u>96,399</u>
Total Operating Expenses	<u>1,267,573</u>
OPERATING INCOME (LOSS)	<u>(110,241)</u>
NONOPERATING REVENUES (EXPENSES)	
Investment Income	187
Interest Expense	<u>(8,904)</u>
Total Nonoperating Revenues (Expenses), Net	<u>(8,717)</u>
INCOME (LOSS) BEFORE TRANSFERS	<u>(118,958)</u>
Transfers In	<u>506,401</u>
CHANGE IN FUND NET POSITION	387,443
Fund Net Position - Beginning of Year	<u>(715,363)</u>
FUND NET POSITION/(DEFICIT) - END OF YEAR	<u>\$ (327,920)</u>

# FINANCIAL SERVICES

## Finance Department

TOWN OF BEDFORD  
PROPRIETARY FUNDS  
STATEMENT OF CASH FLOWS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

	<u>Business-Type</u>
	<u>Ambulance</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Receipts from Customers and Users	\$ 936,655
Payments to Vendors	(123,844)
Payments to Employees	<u>(1,171,529)</u>
Net Cash From Operating Activities	<u>(358,718)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Transfers In	<u>506,401</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Principal Payments on Bonds and Notes	(76,000)
Interest Paid	<u>(13,350)</u>
Net Cash From Capital and Related Financing Activities	<u>(89,350)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Investment Income	<u>187</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	58,520
Cash and Cash Equivalents - Beginning of Year	<u>268,900</u>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	
(Includes \$8,685 Reported as Restricted Cash and Cash Equivalents)	\$ <u>327,420</u>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES</b>	
Operating Income (Loss)	\$ <u>(110,241)</u>
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities:	
Adjustments not Requiring Current Cash Flows:	
Depreciation	96,399
Adjustments Requiring Current Cash Flows:	
Changes in Assets and Liabilities:	
User Fees	(220,677)
Warrants Payable	14,507
Accrued Payroll	10,350
Compensated Absences	1,324
Net Pension Liability and Related	29,510
Net OPEB Liability and Related	<u>(179,890)</u>
Total Adjustments	<u>(248,477)</u>
Net Cash From Operating Activities	\$ <u>(358,718)</u>

# FINANCIAL SERVICES

## Finance Department

TOWN OF BEDFORD  
FIDUCIARY FUNDS  
STATEMENT OF FIDUCIARY NET POSITION  
JUNE 30, 2021

ASSETS	OPEB Trust Fund	Private Purpose Trust Funds
Cash and Cash Equivalents	\$ -	\$ 17,547
Investments:		
Equities	-	81,726
External Investment Pool	<u>13,604,091</u>	<u>-</u>
Total Assets	<u>13,604,091</u>	<u>99,273</u>
NET POSITION		
Net position restricted for postemployment benefits other than pensions and other purposes	\$ <u><u>13,604,091</u></u>	\$ <u><u>99,273</u></u>

# FINANCIAL SERVICES

## Finance Department

TOWN OF BEDFORD  
FIDUCIARY FUNDS  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

	OPEB Trust Fund	Private Purpose Trust Funds
<b>ADDITIONS</b>		
Contributions:		
Employer	\$ 2,156,309	\$ -
Net Investment Income:		
Net Appreciation in Fair Value of Investments	2,856,928	-
Interest and Dividends	285,588	-
Total Investment Income	3,142,516	-
Less: Investment Expense	(51,479)	-
Net Investment Income	3,091,037	-
Total Additions	5,247,346	-
<b>DEDUCTIONS</b>		
Benefit Payments and Refunds	2,156,309	-
<b>NET INCREASE IN NET POSITION</b>	3,091,037	-
Net Position - Beginning of Year	10,513,054	99,273
<b>NET POSITION - END OF YEAR</b>	\$ 13,604,091	\$ 99,273



# FINANCIAL SERVICES

## Finance Department

### GENERAL FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

FOR THE FISCAL YEAR ENDED JUNE 30, 2021

	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward to Next Year	Variance to Final Budget
<b>REVENUES</b>					
Real estate and personal property taxes.....	\$ 69,899,043	\$ 69,899,043	\$ 70,245,361	\$ -	\$ 346,318
Motor vehicle and other excise taxes.....	2,512,000	2,512,000	2,574,790	-	62,790
Payments in lieu of taxes.....	1,745,439	1,745,439	1,745,164	-	(275)
Charges for services.....	4,150,000	4,150,000	4,611,492	-	461,492
Intergovernmental.....	8,609,751	8,609,751	8,575,101	-	(34,650)
Penalties and interest on taxes.....	50,000	50,000	178,891	-	128,891
Departmental and other.....	1,389,550	1,389,550	2,219,554	-	830,004
Investment income.....	150,000	150,000	139,169	-	(10,831)
<b>TOTAL REVENUES.....</b>	<b>88,505,783</b>	<b>88,505,783</b>	<b>90,289,522</b>	<b>-</b>	<b>1,783,739</b>
<b>EXPENDITURES</b>					
<b>Current:</b>					
Selectmen.....	1,035,896	1,035,896	742,734	226,258	66,904
Finance/ Administrative services.....	2,748,173	2,748,173	2,328,025	198,803	221,345
Financial Committees.....	1,202,826	1,202,826	210	-	1,202,616
Board of Assessors.....	328,050	328,050	259,185	-	68,865
Legal services.....	209,344	209,344	198,715	-	10,629
Town Clerk.....	252,235	252,235	243,492	3,353	5,390
Elections and registrations.....	78,664	78,664	57,990	-	20,674
Planning Board.....	278,869	278,869	225,721	40,328	12,820
Facilities.....	4,335,655	4,335,655	2,754,565	1,250,795	330,295
Town Center.....	134,615	134,615	119,675	8,400	6,540
Police department.....	4,074,689	4,074,689	4,018,372	18,186	38,131
Fire department.....	3,021,123	3,021,123	2,494,350	11,914	514,859
Code enforcement.....	565,501	565,501	513,411	6,364	45,726
School department.....	44,494,843	44,494,843	43,631,747	258,461	604,635
Vocational education.....	800,000	800,000	779,326	-	20,674
Public works.....	16,702,747	16,702,747	14,879,364	1,534,882	288,501
Board of Health.....	365,811	365,811	348,345	4,126	13,340
Hazardous waste.....	25,718	25,718	22,898	-	2,820
Mosquito control.....	42,042	42,042	42,042	-	-
Bedford Local Transit.....	64,967	64,967	16,881	-	48,086
Council on Aging.....	250,827	250,827	242,583	-	8,244
Youth and family services.....	573,256	573,256	422,013	190	151,053
Public Library.....	1,358,921	1,358,921	1,259,976	3,740	95,205
Recreation Commission.....	98,300	98,300	97,260	-	1,040
Historic Preservation Commission.....	1,333	1,333	182	-	1,151
Pension benefits.....	4,857,367	4,857,367	4,748,464	-	108,903
Insurance and benefits.....	9,055,535	9,055,535	8,044,856	94,473	916,206
State and county charges.....	404,600	404,600	415,169	-	(10,569)
<b>Debt service:</b>					
Principal.....	6,745,679	6,745,679	6,669,680	-	75,999
Interest.....	1,926,917	1,926,917	1,780,844	-	146,073
<b>TOTAL EXPENDITURES.....</b>	<b>106,034,503</b>	<b>106,034,503</b>	<b>97,358,075</b>	<b>3,660,273</b>	<b>5,016,155</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES .....</b>	<b>(17,528,720)</b>	<b>(17,528,720)</b>	<b>(7,068,553)</b>	<b>(3,660,273)</b>	<b>6,799,894</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in.....	7,284,063	7,284,063	7,284,063	-	-
Transfers out.....	(506,401)	(506,401)	(506,401)	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>6,777,662</b>	<b>6,777,662</b>	<b>6,777,662</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE.....</b>	<b>(10,751,058)</b>	<b>(10,751,058)</b>	<b>(290,891)</b>	<b>(3,660,273)</b>	<b>6,799,894</b>
<b>FUND BALANCE AT BEGINNING OF YEAR.....</b>	<b>23,462,582</b>	<b>23,462,582</b>	<b>23,462,582</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE AT END OF YEAR.....</b>	<b>\$ 12,711,524</b>	<b>\$ 12,711,524</b>	<b>\$ 23,171,691</b>	<b>\$ (3,660,273)</b>	<b>\$ 6,799,894</b>

# FINANCIAL SERVICES

## Finance Department

### COMMUNITY PRESERVATION FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

FOR THE FISCAL YEAR ENDED JUNE 30, 2021

	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward to Next Year	Variance to Final Budget
<b>REVENUES</b>					
Community preservation surcharges.....	\$ 1,697,500	\$ 1,697,500	\$ 1,819,262	\$ -	\$ 121,762
Penalties and interest on taxes.....	-	-	2,218	-	2,218
Intergovernmental.....	197,458	197,458	561,354	-	363,896
Investment income.....	5,000	5,000	11,879	-	6,879
TOTAL REVENUES.....	<u>1,899,958</u>	<u>1,899,958</u>	<u>2,394,713</u>	<u>-</u>	<u>494,755</u>
<b>EXPENDITURES</b>					
Current:					
Administrative.....	10,000	10,000	8,700	-	1,300
Projects, acquisitions, and other.....	<u>3,724,854</u>	<u>3,724,854</u>	<u>1,928,075</u>	<u>1,796,779</u>	<u>-</u>
TOTAL EXPENDITURES.....	<u>3,734,854</u>	<u>3,734,854</u>	<u>1,936,775</u>	<u>1,796,779</u>	<u>1,300</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	<u>(1,834,896)</u>	<u>(1,834,896)</u>	<u>457,938</u>	<u>(1,796,779)</u>	<u>496,055</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers out.....	<u>(1,164,010)</u>	<u>(1,164,010)</u>	<u>(1,164,010)</u>	<u>-</u>	<u>-</u>
TOTAL OTHER FINANCING SOURCES (USES).....	<u>(1,164,010)</u>	<u>(1,164,010)</u>	<u>(1,164,010)</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE.....	(2,998,906)	(2,998,906)	(706,072)	(1,796,779)	496,055
FUND BALANCE AT BEGINNING OF YEAR.....	<u>4,749,883</u>	<u>4,749,883</u>	<u>4,749,883</u>	<u>-</u>	<u>-</u>
FUND BALANCE AT END OF YEAR.....	<u>\$ 1,750,977</u>	<u>\$ 1,750,977</u>	<u>\$ 4,043,811</u>	<u>\$ (1,796,779)</u>	<u>\$ 496,055</u>

# FINANCIAL SERVICES

Assessors

**Matt Lanefski, Assessing Director**

Governed by provisions found mostly in Chapter 59 of the Massachusetts General Laws, the elected three-member Board of Assessors is obligated each year to assess all real and personal property within the Town at its full and fair value as of January 1, for the purpose of *ad valorem* taxation. Accordingly, the Assessors and the professional office staff develop and maintain extensive records to catalogue and appraise all property within the Town. As a result, the Assessing Department must:

- Maintain legal, physical and sales data for each property and continuously verify and update the property records to maintain the integrity of the data.
- Verify all property sales to identify the conditions of the sale and the characteristics of the property at the time of the sale and analyze the sales data to quantify market trends.
- Discover and analyze such local and regional economic data as the cost of land acquisition, development and construction, as well as the prevailing commercial/industrial market rents, vacancy rates and landlord/tenant expenses.
- Monitor all building permits, subdivisions, condominium conversions and zoning changes.
- Conduct a cyclical re-inspection program to ensure that each property is periodically re-inspected so that data quality is constantly monitored and maintained.
- Maintain accurate tax maps and coordinate their digital integration with the parcel-based data.
- Inventory and value all items of taxable personal property within the town.
- Implement effective mass appraisal methodologies to determine property value and apply the methodologies consistently and uniformly throughout the town.

The legislature allows communities to set multiple tax rates through the process of classification. The responsibility for establishing separate tax rates for the residential, open space and commercial/industrial/personal property classes lies not with the Assessors, however, but with the Select Board.

This decision is made at the annual classification (public) hearing, at which the Board of Assessors provides data demonstrating the effect of various classification scenarios on the tax rates and distribution of the tax burden among the property classes. In 2021 the value of residential property in Bedford increased by \$101 million or 3.1% to \$3.3 billion. The value of commercial, industrial and personal property (CIP) increased by \$17.2 million or 2% to a total value of \$883.8 million. With the effect of the differential tax rates, this translated to an increase \$2.5 million (5.8%) for the residential tax burden and an increase of \$1.2 million (4.7%) for the CIP tax burden. The Assessing Department also administers the motor vehicle excise tax, a significant source of revenue for the Town. FY2021 saw a decrease of \$206,000 (9%) in Motor Vehicle Excise Taxes.

The management of abatements and appeals is also a large part of the work performed by the Assessors to ensure fairness and equity in the property valuations. In FY 2021, forty-one real property abatements and seven personal property abatement applications were filed by tax-payers and were acted upon by the assessors. This represents a twenty-six percent increase in the number of total abatements filed compared to FY2020. Real property abatements increased by 20% for this period.

**EMPLOYEE STATISTICS**

Full-time employees:	3
Part-time employees:	1

## FINANCIAL SERVICES

### **FY18-FY21 DATA COMPARISONS**

<b>Valuation by Class</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Residential	\$2,884,274,202	\$3,116,982,090	\$3,199,615,985	\$3,300,394,870
Open Space	\$0	\$ 0	\$0	\$0
Commercial	\$427,520,199	\$456,035,587	\$465,019,584	\$478,804,341
Industrial	\$255,132,400	\$261,902,700	\$272,237,900	\$289,570,700
Personal Property	\$118,912,700	\$ 121,835,600	\$129,296,600	\$115,425,100
<b>Total Valuation</b>	<b>\$3,685,839,501</b>	<b>\$3,956,755,977</b>	<b>\$4,066,170,069</b>	<b>\$4,184,195,011</b>

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Property Tax Abatement Applications</b>	61	41	38	47

<b>Tax rates per \$1,000 of Assessed Value</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Residential	\$13.74	\$12.96	\$13.18	\$13.53
Open Space				
Commercial/Industrial/Personal Property	\$30.38	\$28.42	\$28.95	\$29.72

### **FY22 PROJECTIONS**

The Assessing Department will continue to conduct a detailed analysis of the data quality and methodologies used in order to ensure that values in the Town have been assigned fairly and equitably. The Assessing Department will continue with on-going inspections of all real estate and personal property accounts, administration of real estate tax exemptions and motor vehicle abatements and general service to the public for all assessment-related matters.

Based on the success of the previous year, the Board has determined that an annual inventory of all Personal Property will continue.

The Board of Assessors recommended a Charter change, moving the managerial supervision for the Director of Assessing from the Board to the Town Manager. This change has been made at Town Meeting.

## PUBLIC SAFETY

### Fire Department

**David Grunes, Fire Chief**

#### **PURPOSE**

The Bedford Fire Department was established over 190 years ago. The “Bedford Fire Establishment” was created by the Town Selectmen in March of 1828. The Fire Establishment purchased the first fire “engine” for the Town, which was a hand-drawn fire pump nicknamed the “Eagle.” The department was established to provide fire protection to the citizens of Bedford, but the mission of the department has grown over the years to include emergency medical services, hazardous material incidents, and rescues becoming integral components of our core mission. In the early 1900s, the department responded to an average of 10 fires a year; 50 years later, in the late fifties, the department was averaging 225 calls a year. The department now responds to approximately 3,400 incidents annually, protecting the residents of Bedford as well as the thousands of people who enter the Town each day to work in the many commercial and industrial firms located here. We strive to meet the needs of all in this diverse community.

#### **Mission Statement**

The Bedford Fire Department is a professional and dedicated organization that is constantly evolving to meet the ever-changing demands of the community. Our organization is guided by moral and ethical principals in providing the highest level of quality of services, training/ professional development, fiscal responsibility and direct community interaction and involvement. We are forever committed to successfully responding to and mitigating the challenges of fire, rescue, medical emergencies, hazardous materials, disaster preparedness and national security by promoting fire prevention, public education and community risk reduction.

#### **Fire Department Performance Guarantee**

As an organization and as individual members of the Bedford Fire Department, we care about the people we serve. We will do the things we say we will; try to do them to the best of our ability every time; and protect the lives and property of the people who reside, work, and pass through Bedford.

#### **FY21 HIGHLIGHTS**

The Department continued to recognize the impact of the pandemic in FY21. Overall there was a slight decrease in emergency responses while social distance and capacity restrictions were in place through the first three quarters of FY21. With more people home during that time we did recognize a 24% increase in fires over the previous five year average. Challenges accompanied every response due to the existence of Covid. The overall duration of our ambulance calls increased as decontamination remained a part of everyday operations. Every fire and medical response required and continues to require a well thought out approach to continue to ensure the safety of the firefighters. The Department upgraded the second ambulance with advanced life support equipment to meet the demand and acuity level of the patients. On many occasions cross staffed the second ambulance which results in firefighters filling many roles while on shift. The last 18 months demanded much from our firefighters physically and mentally. Department members came together and successfully ran a Covid testing site for four months. The program conducted over 4000 tests for the community, when it came time for vaccinations members volunteered to assist with the administration of the vaccine.

After 42 years of service to the Town, Sharon Cozzi retired as the Department’s administrative assistant. Her commitment to



## PUBLIC SAFETY

### Fire Department

the Town was unparalleled, she volunteered for numerous programs. She frequently developed programs to assist seniors, such as distribution of the “File of Life” program and the “Knox Box” program which provides for the temporary use of a lock box for emergency access to seniors residences. Every holiday season she could be found wrapping presents and coordinating the distribution of the Department’s annual toy drive.

The Fire Department has begun to move forward with the recommendations from the 2020 study of the organizational structure and staffing of the Department. The first steps included the promotion of four additional lieutenants (one per group) and beginning the process to hire four new firefighter/paramedic positions.

The Department took delivery of a new brush truck in the spring of 2021 that was custom designed with input from our firefighters. The truck is our primary piece for off-road emergencies and for the towing of the department rescue equipment trailers.

The Department responded to **2243** emergencies and **2678** total incidents during **FY2021**.

	<b><u>FY21</u></b>	<b><u>FY20</u></b>	<b><u>FY19</u></b>	<b><u>FY18</u></b>	<b><u>FY17</u></b>	<b><u>FY16</u></b>	<b><u>FY15</u></b>
Fires and/or Explosions	<b>42</b>	32	38	32	39	27	39
Rescue & Emergency Medical Service	<b>1496</b>	1519	1592	1526	1556	1443	1428
Hazardous Conditions (No Fire)*	<b>155</b>	181	171	288	176	250	204
Service Calls	<b>174</b>	224	231	251	226	222	251
Good Intent Calls	<b>86</b>	104	112	113	102	101	96
False Alarms and False Calls	<b>290</b>	356	423	430	429	415	436
Other Types of Incidents**	<b>435</b>	473	859	674	747	713	668

The rest of the breakdown of responses is as follows:

\* A single-year spike in Hazardous Conditions and Service Calls is typically weather-related and includes an extraordinary amount of power wires down from the pole, flooding issues and similar type incidents.

\*\* Other type of incidents includes inspections, citizen complaints, school fire drills and public education – These are not included in emergency response totals.

# PUBLIC SAFETY

## Fire Department

### **FY22 PROJECTIONS**

The Fire Department is looking forward to delivery of the new rescue squad. The specifications for the squad were written by the firefighters assigned to the truck. This truck responds to over 1100 emergencies annually. It contains specialized rescue equipment hazardous material air monitors and additional equipment to remain agile and respond to a diverse group of emergencies.

Addressing the program and space needs of the Department continues to be a top priority in FY22.

The Fire Department urges residents to keep smoke detectors and carbon monoxide

detectors clean and working properly, test them once a month, never leave candles unattended, maintain gas grills, store flammables in proper spaces and containers, and change smoke detector batteries when we change the clocks. After every emergency we respond to, large or small, we learn something new and re-assess our preplans, policies, and methods. We have adjusted and staged our EMS PPE on all our apparatus. Today, we carry gloves, exposure protective suits, N-95 masks, and other equipment in all apparatus in easy-to-access locations. Continued learning and training is an important part of our commitment to meet the needs and expectations of the community.

## Police Department

### **Robert Bongiorno, Police Chief**

### **Department Overview**

Throughout FY21, the Police Department continued to take on more challenges in an effort to meet the demands of the citizens of Bedford. The biggest challenge in FY21 was adapting to the COVID-19 Pandemic. Throughout FY21, we evolved daily with changes to our police operations. The Department will continue to evolve in FY22 to meet the existing challenges and to the changing needs of our community. We continue to improve and enhance community partnerships; intelligence led policing initiatives, and refining training to maximize the effectiveness of our organization, all the while continuing our commitment to ensure the safety of all members of our community. The department operates under a community policing philosophy that encourages citizen participation in solving problems of crime, fear of crime and quality of life issues.

Organizationally, the department is divided into operational and detective functions. A command staff of two lieutenants assists Chief Robert Bongiorno in strategic planning, budgeting, and operations. The lieutenants administer the Operations Division and the Detective Division.

### **Number of Employees**

Full Time Officer	29.0
Administrative	1.5
Emergency Communications Officers	8.0
School Crossing Guard	0.5
Animal Control Officer	1.0
Traffic Supervisors	13.0

### **FY21 HIGHLIGHTS**

FY21 was a very busy year for the women and men of the Bedford Police Department. We continued to evolve with the daily challenges of the Pandemic. Our staff working with the other agencies in Town had to adapt almost daily to confront the challenges of COVID 19.

## PUBLIC SAFETY

### Police Department

The Bedford Police Department's Community Services Unit has continued to be a huge success. The Unit is committed to identifying causes of crime, disorder and quality of life issues in the Town of Bedford. It is responsible for traffic initiatives, crime prevention, public relations, and the support of community problem solving activities by the Police Department Patrol Division. During FY21, the Unit scaled back some of its services but will still support and sponsor many popular programs in FY22 such as Open House Series, Bedford Day, RAD, Bicycle Safety, Safe Driving, Alcohol Awareness, Safe Routes to School, Child Safety Seat Installations, Council on Aging Programs, Community CPR, and National Night Out, when it is safe to do so. The Unit has temporarily suspended tours of the station, but can coordinate for remote public speaking with citizens, religious organizations and business groups. The Department continues to improve on the use of social media; on our website the Department continues to post the monthly call logs, video, news, photos and much more. Recently, in an effort to maintain transparency with the community, the department continues to post our most vital police policies. We invite the community to visit our new and ever improving website. The Department continues to use a number of social media initiatives to communicate with and keep the public informed. The Department uses Twitter, Facebook, YouTube and Instagram to post press releases, photos, scam information as well as video Public Service Announcements. Also, the Department has updated its Smartphone App that the public can download, called MYPD, it can be downloaded from an Apple or Android App stores. Through this App, you can get directions to the station, email a member of the Department, follow our latest tweets, or link to our mobile website. The Department will continue to utilize 21<sup>st</sup> century technology

to stay connected with our residents and we will continue to build community bonds that foster trust between the police and the community we serve. The Bedford Police Department still maintains its strong partnership with Communities for Restorative Justice (C4RJ) which is a community-police partnership that offers restorative justice to those affected by crime. This program allows for Bedford to address victim's needs and treat offenders in a new way. The Bedford Police Department also collaborates with ten police departments and the Domestic Violence Service Network (DVSN) to provide outreach and direct support to victims of domestic abuse.

The Bedford Police Department will continue to prioritize these programs that will advance our community policing philosophy, goals and initiatives. Traffic continues to remain one of the biggest concerns for the residents of Bedford. In FY21 the Department continued to partner with the Governor's Highway Safety Program to receive funding to conduct increased traffic enforcement in the areas that create the biggest hazards on the roadways throughout our community. Through this limited state funding, we were able to concentrate on speeding vehicles, drunk driving and seat belt usage. We are still fortunate to have Officer James Hunt assigned to the Bedford Public Schools as our School Resource Officer. We also have maintained our unique partnership with Middlesex Community College where Officer Jeffrey French is assigned to the campus as a College Campus Officer.

Police Departments in eight Middlesex County communities including the Bedford Police, have joined together to share resources and better manage cases for mental health and a Regional Jail Diversion Program, secured a five

## PUBLIC SAFETY

### Police Department

-year \$135,000 Massachusetts Department of Mental Health (DMH) grant to fund the continuation and expansion of their initiatives. The police partnership, developed through the Concord District Court and the Regional Jail Diversion Program, is managed by departments in Bedford, Lincoln, Stow, Concord, Lexington, Acton, Carlisle, Maynard and Hanscom Air Force Base. They are committed to assisting people with mental health difficulties and diverting them from the criminal justice system. The Massachusetts Executive Office of Health and Human Services' Department of Mental Health awarded the coalition the grant, which will be broken up over the next three fiscal years. The coalition received \$45,000 in fiscal 2016, 2017 and 2018. The Department of Mental Health renewed for FY19 with the possibility through fiscal year 2023. As part of the coalition's innovative model, police departments will work with a Clinical Coordinator, who will manage the Jail Diversion Program across all communities. The primary role of the Clinical Coordinator will be to train officers in Mental Health First Aid (MHFA) and to serve on the Crisis Intervention Team (CIT). The coordinator will also work with each department to create a diversion strategy that is appropriate for any individual who comes in contact with police. The coalition partnered with Eliot Community Human Services, which will provide MHFA and CIT training on an annual basis.

The Department continued to partner with other Town departments in our efforts toward anti-bullying programs, youth activities programs, and the all-night graduation. The largest effort to support our youth in Town continues to be our School Resource Officer Program. This remains a top priority in our commitment to provide the youth a safe and healthy environment in the school setting.

Since FY18, working in partnership with the Bedford Public Schools, we were able to fund a full-time police officer to work in the district, to enhance our existing coverage. The Bedford Police Department will continue to maintain, and enhance the partnership we have formed with the Bedford Public Schools. We will also seek to maintain and enhance partnerships with all Town departments with the goal of providing the best service to the residents of our community.

The Bedford Police Department led efforts for more than two dozen Middlesex County law enforcement agencies to join the White House led Data Driven Justice (DDJ) initiative, focused on reducing the number of mentally ill individuals awaiting trial in local jails. Mental health related incidents remain the most common challenge faced by Bedford Police Officers. This initiative will lessen the burden on the criminal justice system by diverting these vulnerable members of our community into the appropriate programs instead of jail cells.

The Bedford Police Department worked with other area communities in the formation of the Central Middlesex Police Partnerships (CMPP). This initiative strives to reduce the availability of illicit opiate drugs on the supply side. The goals will be to work collaboratively on education, prevention and intervention strategies. This CMPP initiative brought together law enforcement, Bedford Youth and Family Services, the Board of Health, schools, treatment centers, and others to proactively engage in outreach activities to provide support/resources to substance users their families and other loved ones. In FY20, our Jail Diversion Coordinator/ Clinician will continue to work directly and collaboratively with the Bedford Police and our regional partners to address and support the mental health and

## PUBLIC SAFETY

### Police Department

substance abuse needs of people coming into contact with law enforcement. By working together, the clinician and police officers can respond more effectively to residents dealing with mental illness and substance abuse.

The Bedford Police Department has been actively engaged since FY17 with the Police Assisted Addiction and Recovery Initiative (PAARI). PAARI has grown into a nationwide moment of law enforcement and service providers with a unified mission to save lives, and increase access to treatment with individuals suffering from the disease of addiction.

#### **FY21 Statistics**

For Fiscal Year 2021 the Bedford Police Department logged 9,558 calls for service, the majority of which involved services other than responding to crimes. These numbers reflect a significant drop from FY20 due to the Pandemic. Customer service will continue to be a priority within the Bedford Police Department. Our motto of "Serving the Community with Pride" will continue to guide this department into the 21<sup>st</sup> century. In FY21, only 41 people were arrested; this number is reflective of our community based initiatives aimed at diverting those eligible individuals away from the Criminal Justice system. In FY21, only 396 citations were issued. These numbers also reflect the Pandemic and the significant decrease in motor vehicle traffic and strategic scaled back enforcement. Educating the commuting public and raising awareness on traffic laws continues to be a priority. The Department will continue to increase traffic and parking education to meet the growing concerns of our citizens. Traffic continues to be one of the greatest areas of complaints to the department. We will continue to partner with the Bedford Fire Department, Department of Public Works and the Town Manager and continue to meet regularly to evaluate and address the traffic concerns of our residents and commuting public.

The Calls for Service chart is a sample of police responses for the fiscal years.\*  
The Calls for Service chart reflects Pandemic numbers.\*\*

Calls for Service*	FY20	FY21
Motor vehicle crashes	211	167
Hit and run investigations	56	28
Alarms	437	374
Larceny	43	52
Domestic/Family Disputes	93	140
Child Passenger seat installs	18	15
Restraining Orders	112	74
Disturbances	102	74
Noise Complaints	106	105
Breaking and Entering	10	11
Breaking and Entering M/V	3	3
Vandalisms	31	20
Elder Affair Encounters	46	13
Totals Calls for Service	14,682	9,558

Citations Issued	2,465	2,465
Warnings	1,655	1,655
Civil	315	315
Criminal	149	149
Arrests	33	33





## PUBLIC SAFETY

### Police Department

#### **FY 22 Projections**

On April 1, 2021 the Commonwealth of Massachusetts formed the Peace Officer Standards and Training (POST) Commission. The POST Commission has been statutorily charged to create a mandatory certification process for law enforcement officers, as well as a process for decertification, suspension of certification, or reprimand in the vent of certain misconduct and/or failure to maintain certain required training. The Bedford Police Department will fully comply with POST and take this important step to improve public safety and increases trust between our department and the community we proudly serve.

The Department will initiate its fourth round of strategic planning using analytical data to drive decision making as it relates to the development of valuable police resources. This strategic planning process will continue in FY22 and bring together technological tools, management practices, real-time data analysis, problem solving and intelligence-led policing that ultimately will lead to *results* - crime reduction, a more efficiently run police department, and modern and innovative policing.

The Bedford Police Department will continue to participate in traffic safety grant mobilizations. Throughout FY22 we will seek state and federal grant funding to increase police patrols to target aggressive drivers, drunk drivers and seat belt violators. The goal is to participate in these grants, making the streets of our community safer to travel.

The Bedford Police Department embraces and is committed to the philosophy of community policing. The concept of partnering with the community to solve problems of crime, fear of crime and the quality of life issues has been institutionalized in the department. In FY22,

the department will continue to offer a number of community policing programs to the public designed to provide citizens with tools, information and skills in solving those problems.

number of community policing programs to the public designed to provide citizens with tools, information and skills in solving those problems. We will continue to partner with other Bedford Town departments to expand and create new programs in the community. When safe, The Bedford Police Department will continue to partner with the Bedford Fire Department and the Middlesex County Sherriff's department in providing another free summer camp for Bedford children at the Sherriff's Academy in Chelmsford. The Bedford Police Department will also continue to install child passenger car seats. Our certified technicians will thoroughly inspect child car seats for wear and effectiveness and install them properly to assure the safest ride for our children.

The Department will continue to explore ways to optimize limited police resources. Since FY16 we have enhanced our successful partnership with the Town of Lexington on the regionalization of Animal Control services. This regionalization has maximized coverage for Bedford in a more cost-effective manner.

In FY22, the Department will still partner with the Middlesex County Sheriff's Office on a regional "Safe Keep" pilot project. This pilot will allow the Bedford Police Department to utilize the specialty services of the Sheriff's Office to house our detainees. Detainees will have more readily available access to health care professionals and services. Sheriff staff can better identify and appropriately triage detainees for substance abuse, mental health issues and other health related services upon intake. In addition, regional "Safe Keeps" offer

## PUBLIC SAFETY

### Police Department

an opportunity for further innovative and cost savings initiatives such as enhanced data sharing across agencies, video-based arraignments, targeted opioid programming and linages to specialty courts.

Also, in FY22, the Bedford Police Department continues to sit on a state commission to establish a Restoration Center in Middlesex County. The establishment of a Restoration Center would allow first responders to divert those suffering from persistent mental health illness or substance abuse disorder to a treatment center that provides 24-hour specialized care. This center would provide police officers a non-criminal alternative to help those in need, rather than criminalize their illness.

#### **Accreditation**

In FY17, the Bedford Police Department earned the distinct honor of full accreditation from the Massachusetts Police Accreditation Commission (MPAC). In FY20, the Department was re-Accredited. This is a self-initiated evaluation process by which police departments strive to meet and maintain the highest standards of law enforcement, and is considered the best measure of a police department against the established best practices around the country and region. The process is long and vigorous. It involves both an internal self-review and an external assessment by an MPAC team of experts. The Bedford Police Department was previously awarded "certification" status by MPAC in 2010 and was re-certified two more times since then. Under the leadership of Lieutenant Graham, the department was assessed in May 2017 by a team of commission-appointed assessors. The Assessment Team found the department to follow all applicable standards for accreditation. To conduct the initial self-assessment and prepare for the on-site review of the 246 mandatory standards and 83

optional standards by the Commission, Chief Bongiorno appointed Lt. James Graham to serve as the department's Accreditation Manager.

The MPAC program requires that departments meet all the mandatory standards and percentage of the optional requirements. These carefully selected measures include: Jurisdiction and Mutual Aid, Collection and Preservation of Evidence, Communications, Working Conditions, Crime Analysis, Community Involvement, Financial Management, Internal Affairs, Juvenile Operations, Patrol Administration, Public Information, Records, Traffic, Training, Drug Enforcement and Victim/Witness Assistance.

The commission offers two program awards: certification and accreditation, with accreditation the higher of the two. Accreditation is granted for a period of three years, after which the department must be re-assessed and re-accredited. Participation in the program is strictly voluntary.

#### **Regional Police Initiatives**

##### *North Eastern Massachusetts Law Enforcement Council (NEMLEC)*

The Bedford Police Department is a member of the North Eastern Massachusetts Law Enforcement Council (NEMLEC). The Council is a consortium of fifty-one police departments in Middlesex and Essex Counties, as well as the Middlesex and Essex Counties' Sheriff's Offices. The members of the organization operate pursuant to an inter-agency mutual aid and assistance agreement to share resources and personnel to enhance public safety in a fiscally responsible manner. As part of the agreement, each member commits resources from its law enforcement agency to assist other members in an effort to increase and improve their capabilities and capacities.

NEMLEC is comprised of a Regional Response Team (RRT), which includes a Tactical Unit,



## PUBLIC SAFETY

### Police Department

Special Weapons and Tactics Unit (SWAT), K-9 Unit, and School Threat Assessment and Response System (STARS), Motor Unit, Bicycle Unit, Accident Reconstruction Unit, and a Crime Scene Unit. Officers associated with the various units receive specialized training in crowd/riot control, crisis negotiations, response to school violence, use of specialized weapons, drug interdiction, and many other areas of specialization within the law enforcement profession.

Currently, we have officers assigned to the RRT Unit, SWAT, Motor Unit, STARS, and Drug Interdiction Unit.

#### **School Threat Assessment and Response System**

The School Resource Officers are assigned to the Bedford High School. The officers utilize the School Threat Assessment and Response System (STARS), a comprehensive program to prepare, assess, respond, and strive to prevent threats of violence in schools. This initiative is accomplished through mobilizing regional resources that recognize the individual uniqueness and integrity of Bedford schools.

This multi-tiered assessment and response system is designed to provide local officials in Bedford access to specialized resources developed through a collaborative effort. Utilizing the STARS' Protocol, incidents and threats are addressed through response classifications involving varying degrees of consultation, readiness, and intervention.

Once STARS is initiated, local responses are augmented by NEMLEC's regionally

coordinated resources including access to personnel and experts with specialized skills, planning and training opportunities, communications systems, equipment and advanced technologies, and protocols for program and techniques evaluation.

#### **Awards and Ceremonies, Retirements and New Hires**

Due to the pandemic, the Bedford Police Department did not hold its annual awards ceremony in FY21. It is still essential for a police department to impose internal discipline as well as promote outstanding performance. We look forward to holding our seventh annual awards ceremony sometime in FY22. In FY21, the department experienced several retirements; Lt James Graham after almost 30 years of service, Sergeant Jeffrey Wardwell after 32 years of service, Officer Kristen Dineen after 20 years of service. In addition the Department hired two new police officers Mary Ellen Brickey and Matthew Piccirillo. Also, we added Joshua Graham, Deanna Garcia and Alexia Devane as Emergency Communications Officers.

#### **Closing**

The dedicated men and women of the Bedford Police Department would like to thank our Town leaders, and the residents of Bedford for their continued support in accomplishing the department's mission of serving the community with pride. The department remains committed to provide the best public safety service and improve the quality of life for all of our residents.

# PERMITTING AND LAND MANAGEMENT

## Code Enforcement

**Christopher Laskey, Director**

### **PURPOSE**

The Code Enforcement Department is a public safety office that enforces all applicable codes, laws and regulations to ensure all residential and commercial buildings and structures are constructed and maintained in a safe and usable manner. This office enforces the Massachusetts State Building Code, 780 CMR and the Architectural Access Board Regulations, 521 CMR along with the Massachusetts Electric, Plumbing & Gas Codes and any other applicable rules, regulations and laws related to building construction and safety.

This office also enforces the Town's Zoning By-laws. These by-laws are used to control, among other things, density, parking, height and location of buildings and structures, uses of buildings and structures, requirements for buildable lots, signs, earth removal and overlay districts. The department also enforces the rules and regulations of Weights and Measures and certain aspects of the General By-laws such as the Sign By-law. Lastly, the Code Enforcement Department provides clerical support to the Conservation Commission, Zoning Board of Appeals (ZBA), Historic District Commission (HDC) and the Historic Preservation Commission (HPC)

### **EMPLOYEE STATISTICS**

The Code Enforcement Office staffs six (6) full-time staff and two (2) part-time staff

### **FY21 HIGHLIGHTS**

Residential growth was slightly lower than normal this fiscal year as it relates to new detached dwelling units. This year the Town had nine (9) Teardown/Rebuilds and four (4) new dwelling units constructed. The Albion Road Development is 75% complete with the first (a twelve (12) unit building) of three (3) residential buildings at that site. The Coast Guard Housing project has taken longer than

anticipated and has two more houses to build before completion.

On the commercial side, Ultragenyx at 170 Middlesex Turnpike completed the first phase of it's project by finishing the foundation and shell of their new 112,000 sq.ft. life-science building. Instrument Laboratory on Hartwell Road renovated 24,000 sq.ft. of office space and was rebranded as Werfen. 213 Burlington Road, a new Indian cuisine restaurant was completed in mid-FY21.

The Code Enforcement Department collected over \$1,000,000 in permit/misc. fees this fiscal year. The enforcement of the zoning and sign by-laws is also an important aspect of the department's responsibilities and is always a large part the day-to-day activities of the office.

### **FY22 PROJECTIONS**

Residential growth is anticipated to be consistent this fiscal year. The Albion Road Development will continue with the second building in late FY22 and the Coast Guard Housing project will come to an end in mid to late FY22. Code Enforcement anticipate an increase in detached single-family dwellings this fiscal year.

On the commercial side, Ultragenyx at 170 Middlesex Turnpike will start the fit-out of it's shell building to make way for the brand new 112,000 sq.ft. life-science building with a completion date of FY23. Next door, at 172 Middlesex Turnpike, an approximate 125,000 sq.ft. foundation and shell will start in early FY22 to make way for a future tenant. The old Oracle building at 100 Crosby Drive will be getting a new face-lift in early to mid-FY22 by converting outdated office space into life-science R&D laboratory space with a new building in the horizon.

310 Great Rd will see some movement. The building will be razed to make way for a mixed-

# PERMITTING AND LAND MANAGEMENT

## Code Enforcement

use building consisting of a small first floor retail space w/ underneath parking and 16 residential units on the second and third floors.

These projects plus, the expected number of permits issued for additions, renovations and homeowner projects are expected to keep this office busy this upcoming fiscal year. Ongoing zoning and sign by-law enforcement will continue to be a priority for this office.

This office is committed to customer service and to being a source of information and knowledge to the homeowners and contractors doing work in the Town of Bedford. The building codes and town by-laws can be confusing at times so the office welcomes anyone who has a question or is uncertain as to whether or not they need a building permit to please call our office so we can assist you, or if you have access to the internet simply enter the address [bedfordma.gov/code-enforcement](http://bedfordma.gov/code-enforcement) for information on building, zoning and Historical District information.

<u>Permits Issued</u>	<u>Number</u>	<u>Collected</u>
Building	724	\$961,947
Electrical	511	\$211,694
Plumbing	343	\$ 40,725
Gas	254	\$ 18,595
HVAC	100	\$ 39,330
Signs	10	\$ 1,287
Certificates of Inspection	39	\$ 2,398
Misc./Yard Sales/Tents	27	\$ 1,020
Fence/Shed Comp Perm	57	\$ 2,850
Sub Total	2,065	\$1,279,846

<u>Petitions Filed</u>		
Historic District	10	\$135
Zoning Board of Appeals	36	\$3,500
Sub Total	46	\$3,635

<u>Miscellaneous</u>		
Admin./Fines	12	\$600
W&M Services	22	\$15,805
Site Plan Reviews	3	\$750
Misc./Copying Fees	*	\$60
Sub Total	37	\$7,155
Grand Total		\$1,290,636

Revenues for the last five years for the Code Enforcement Department are:

FY2017	\$763,947
FY2018	\$1,079,770
FY2019	\$830,944
FY2020	\$1,048,307
FY2021	\$1,290,636

## PERMITTING AND LAND MANAGEMENT

### Planning Board

**Shawn Hanegan, Chair**

#### **PURPOSE**

The Planning Board is an elected, five-member board established under the provision of MGL C 41, § 81 A. The Planning Board is responsible for: administering the Subdivision Control Law; approving Zoning special permits for certain types of residential or mixed use development; reviewing commercial development site plans; drafting or reviewing Zoning By-law amendments; preparing the Town's Comprehensive Plan; undertaking planning studies and special projects; coordinating with regional transportation programs; working with the economic development coordinator; holding public hearings for work on Scenic Roads affecting trees or stone walls, and making recommendations on various other matters.

#### **EMPLOYEE STATISTICS**

Full-Time 3

#### **FY21 HIGHLIGHTS**

- The Board's work continued despite the pandemic, with meetings held remotely via Zoom.
- Changes to the Zoning Bylaw governing Accessory Dwelling Units, which the Board has worked on for over two years, were passed at the Annual Town Meeting.
- An Assisted Living Overlay District along South Road and Summer Street was drafted and delineated, and approved by Town Meeting.
- The Site Plan Review process was streamlined and brought more fully under the control of the Planning Board, with amendments to the Zoning Bylaw and creation of Rules and Regulations.
- Preparation of a Planning Board Handbook and revised Design Guidelines for the Great Road and Depot areas began.
- An RFP was issued for the review and reorganization of the Zoning Bylaw for which funding was approved by Town Meeting in 2019.

- The Board examined state legislation, passed in January, which amends the Zoning Act. It affects voting majorities for certain types of housing-related development and requires MBTA communities (of which Bedford is one) to have a zoning district of reasonable size that allows multi-family housing with certain density and other attributes.
- Some business parks repositioned themselves to add biotech development rather than offices, by submitting amendments to their previous special permits or site plans, which the Board reviewed. A bio-manufacturing building for Ultragenyx at Bedford Woods off Middlesex Turnpike was constructed during the year.



**New biomanufacturing building under construction for Ultragenyx**

- Most previously approved residential developments continued to move toward completion. A few unbuilt lots remain. The Board held early discussions on potential developments at 330 South Road and 251A Old Billerica Road.
- A new mixed-use building with 16 residential apartments was approved under the Great

# PERMITTING AND LAND MANAGEMENT

## Planning Board

Road/Shawsheen subdistrict zoning at 310 Great Road.

- Restaurants and personal service businesses struggled during the pandemic, although outdoor seating helped some. Construction work for an approved additional restaurant at 213 Burlington Road went ahead.
- Jeffrey Cohen left after long and valuable service to the Planning Board (and previously to the ZBA). His seat was filled by Chris Gittins through a competitive election. Most of these items are discussed in more detail below.
- Parking expansion for additional restaurant at 213 Burlington Road



Parking expansion for additional restaurant at 213 Burlington Road

### ZONING AMENDMENTS

The Planning Board holds public hearings to review zoning amendments proposed by itself or other parties, and makes recommendations to Town Meeting.

#### Annual Town Meeting (May 15, 2021):

Assisted Living Overlay District - Adopt new section 23. Text describes type of Assisted Living facilities to be allowed and sets standards and criteria for approval through Planning Board special permit. Favorably recommended (passed)

Assisted Living Overlay District - Zoning Map Amendment, designating area along South Road and Summer Street. Favorably

recommended (passed)

Accessory Dwelling Units - Amend section 4.2.9 and related references elsewhere in the bylaw, concerning accessory apartments. The changes enable detached units to be built, subject to site plan review by the Planning Board with neighbor notification, as an alternative form to the internal/attached units already allowed. They also adjust other provisions for ADUs, including size limits and parking requirements. Favorably recommended (passed)

Accessory Dwelling Units: Bonus for Universal Design or Enhanced Energy Efficiency - Further amendment to Sec 4.2.9 allowing extra 100 square feet of floor area if certain features are incorporated. Favorably recommended (passed)

Site Plan Approval - Amend Section 7.5 to make Planning Board more directly responsible for approvals and to remove some administrative details, to Rules and Regulations. Favorably recommended (passed)

### SITE PLAN RULES AND REGULATIONS

New R&Rs created for procedures under Zoning Bylaw Section 7.5, Site Plan Approval.

### SUBDIVISION RULES & REGULATIONS

Amendment to Section 3.1, Plan Believed not to require approval under Subdivision Control Law (ANR Plans). Public Hearing held and amendments recommended by staff approved on November 10, 2020.

### REVIEWS OF PROPOSED DEVELOPMENT

The Planning Board conducted detailed regulatory reviews as follows:

**Special Permits** (require advertised public hearings)

310 Great Road: waiver of requirements for Minimum Lot Area and Minimum Façade Buildout (% of lot width) pursuant to Section 22.3 of the Zoning Bylaw, in support of a Vertical Mixed-Use redevelopment (see site



## PERMITTING AND LAND MANAGEMENT

### Planning Board

plan review) Approved on 4/13/2021.

**Special Permit Amendments - Major** (require advertised public hearings)

2-18 Crosby Drive (Xchange business park): amendment to Industrial Mixed-Use Special Permit governing phased redevelopment of mixed-use business park. Adjusts area of future redevelopment/building expansion at northern end and amends potential mix of uses to allow for biotech uses. Approved with conditions on 5/11/2021.

**Special Permit Amendments - Minor** (do not require advertised public hearings)

54 Loomis Street, Bedford Crossing: dumpster enclosure modification for mixed-use property in Depot Area Mixed Use Overlay District. Approved with conditions on 2/9/2021.

40,50,60 Crosby Drive (also known as 100 Crosby Drive - former Oracle property): amendment to IMU special permit for master-planned business park expansion. Under new owner Redgate. First phase will provide upgraded building entrances and landscaping/amenities around existing building. Approved with conditions on 5/25/2021.

**Site Plan Reviews** (review without public hearing, resulting in recommendation to the Building Inspector/Code Enforcement Director)

- 5-7 DeAngelo Drive, Formulatrix: proposed building addition and parking expansion. Board recommended approval subject to conditions on 1/26/2021.
- 310 Great Road (former Papa Gino's); site plan review for a 3-story mixed-use building including 16 residential apartments. Board recommended approval subject to conditions on 5/11/2021.
- 170 Middlesex Turnpike (Bedford Woods Office Park, Lot 1): amendment to existing site plan (for a 186,000 sf office building), to instead construct a 100,000 sq ft biomanufacturing facility and associated site improvements in Phase I, for Ultragenyx. Board recommended approval with conditions on 8/11/2020.

- 172 Middlesex Turnpike (Bedford Woods Office Park, Lot 2): amendment to existing site plan (for a 180,000 sf office building), to instead construct a 140,000 sf biomanufacturing facility and associated site improvements. Board recommended approval with conditions on 5/11/21.

**Scenic Road Approval** (public hearings required for work affecting trees or stone walls on designated Scenic Roads)

Page Road & Springs Road: removal or major pruning of 31 trees near utility wires, by Eversource. Planning Board voted to approve with the exception of one tree only approved for pruning, subject to conditions, on 1/26/21.

### Subdivision Documentation and Performance Administration

The Board and its staff followed up on implementation of previously approved projects:

Freedom Estates Cluster Subdivision (Liberty Road, Meetinghouse Circle, Prescott Place, and certain lots on Charles Street): Planning Board held public hearing on 4/7/2021 to review potential default of completion by developer. Planning Board declared incompleteness and voted to take the bond to secure its use by the Town for remedial action. Department of Public Works will determine how and when improvements and incomplete items are carried out.

Irene Road Cluster Subdivision: declaration of completeness and recommendation of street acceptance. On 5/11/21, Planning Board reviewed as-built plan and voted to recommend Irene Road be accepted as a public way at upcoming Town Meeting.

### Approval Not Required (ANR) Plans

Planning Board endorsement is needed prior to recording a plan that divides land but does not require approval under the Subdivision Control Law.

- 170 & 172 Middlesex Turnpike (Bedford Woods Limited Partnership/Gutierrez

# PERMITTING AND LAND MANAGEMENT

## Planning Board

- Company): modification of lot lines. Board voted to endorse plan on 8/11/2020.
- 381A North Road and 5A Homestead Circle: lot line adjustment. Board voted to endorse plan on 2/23/2021.

### Other Reviews and Recommendations

- 202 Burlington Road (MITRE Corporation): recommendation to Select Board on Aquifer Protection special permit for replacement of emergency generators and associated fuel storage tanks. Planning Board provided comments on 8/11/2020.
- 2 Mudge Way (Police Station): informal review of Town's proposed addition and site improvements. Board offered comments to Facilities Department on 3/23/2021.
- 251A and 251F Old Billerica Road: recommendation to Select Board on land coming out of MGL Chapter 61 Forestry protection status. Planning Board voted to support waiver of right of first refusal on 4/27/2021.
- 232 North Road: response to ZBA's request for comments on expansion of boarding house/apartment use (under review for special permit). Planning Board offered generally favorable view with suggestions of points for attention on 6/22/21.

### Pre-Application Development Discussions

The Board encourages early discussion by owners or developers of potential permitting routes and planning considerations. In addition to projects which evolved into firm applications described above, the Board held discussions on the following:

- 330 South Road: potential multi-family housing, including conversion of barns currently used for businesses/storage, discussed on 9/22/2020.
- 240 & 244 South Road, LCB Senior Housing: potential assisted living facility, discussed on 10/27/2020, 11/10/2020 and 12/15/2020.
- 251A Old Billerica Road: potential Planned Residential Development, discussed on

2/9/2021.

- 113 & 119 Great Road: potential re-use and mixed-use options for properties in the Great Road/Center District, discussed on 2/23/2021.

### OTHER DISCUSSIONS

Planning Board Handbook: discussion of scope, and drafts of sections for inclusion.

New Design Guidelines for Great Road Business Districts and Depot Area: review of ideas and examples, and drafts of introductory sections. Implications of state legislation passed in January, which amends the Zoning Act, mainly in relation to housing. Discussion of changes to voting majorities for certain types of development, and new requirement for MBTA communities (of which Bedford is one) to have a zoning district of reasonable size that allows multi-family housing with certain density and other attributes. Review of Responses to RFP for Zoning Bylaw Reorganization project Bedford's Museum Feasibility Study Lexington's Hartwell Avenue Rezoning Initiative.

### LEARNING AND TRAINING

Planning Board members often make use of opportunities for attendance at conferences and training sessions, many of which have been available online this year. Several members and staff were able to 'attend' the National APA Conference. Relevant press articles and research reports are frequently circulated in the Board's meeting packets.

### COLLABORATIVE COMMITTEE WORK

Members of the Planning Board continued to act as liaisons to many other committees and boards in FY21. The Board and Staff take an active interest in a range of topics related to planning, including: economic development; multi-modal transportation; measures to address housing and demographic needs; arts and cultural events; protection of natural and historic assets; and energy/ climate change/ emergency planning and response.



## PERMITTING AND LAND MANAGEMENT

### Planning Board

#### **WEBSITE & NEWS MEDIA**

[www.bedfordma.gov/planning](http://www.bedfordma.gov/planning) and <http://www.facebook.com/BedfordMAPlan>

Both pages provide a wealth of information including: the Comprehensive Plan; meeting agendas and minutes; Zoning Bylaws and map; Subdivision Rules and Regulations; project design guidance and forms; background work on zoning amendments or other studies; and periodic news articles and announcements.

Legal advertisements for public hearings are placed in the Minuteman newspaper and on the main bulletin board in Town Hall, as required by law (or on the Town website under emergency rules). The online Citizen newspaper often provides news coverage of planning issues. Meetings are usually recorded by Bedford TV, and the video posted on the planning website and You Tube. When major new initiatives such as significant zoning changes are being developed, the Board and staff provide presentations and opportunities for input. The department's bulletin board display in our office can also be a source of useful information.

#### **FY22 PROJECTIONS**

- The Board and staff are gearing up to conduct a review and reorganization of the Zoning Bylaw with consultants. The aim is to produce a more stable, clear, consistent, up-to date and well-formatted document. We will seek input from other interested boards, staff, the

development community and the general public. Any substantive changes proposed as a result of this exercise will be brought to a future Town Meeting for approval.

- The Board will continue to explore zoning ideas related to housing, based on recommendations in the Housing Study and other sources. It will welcome inter-board discussions on the best housing action strategies across the broader spectrum. It will also seek to clarify the meaning and address the implications of the new state zoning requirement for MBTA communities.
- Staff will continue work on a Planning Board Handbook and on revised Design Guidelines for the Great Road and Depot areas.
- We hope to implement a Planning module of electronic permitting.
- We hope to implement a Planning module of electronic permitting.
- A special permit application is anticipated from LCB Assisted Living for the site at the corner of South Road and Evergreen Avenue, under the new overlay district zoning.
- A Planned Residential Development proposal is expected for the land off Old Billerica Road following its recent removal from Forestry tax status under Chapter 61.
- Some parcels of land off Carlisle Road are also expected to come forward for residential development, which will need to take account of wetlands constraints.

# PERMITTING AND LAND MANAGEMENT

## Zoning Board of Appeals

### **PURPOSE**

The Bedford Zoning Board of Appeals consists of five permanent members and three alternate members who are Bedford citizens appointed by the Bedford Selectmen. The ZBA is a quasi-judicial body that acts on behalf of the Town. As of this writing, all positions are currently full. The function of the ZBA is to act on petitions from a local citizen or interested party, who wishes to seek approval within or relief from the provisions outlined in the Bedford Zoning Bylaws, Sign Bylaws, or in some cases appeal the Zoning Enforcement Officer's interpretation of the regulations presented in the Bedford Zoning and Sign Bylaws. The Board also handles Comprehensive Permit applications, better known as Chapter 40B projects, for affordable housing.

### **HIGHLIGHTS**

Fiscal Year 2021 saw thirty-six applications to the Zoning Board, which included many proposals for signage and house additions (see below chart for a category breakdown). One of the most common applications to the Board continues to be Special Permits for "teardowns." Any house demolished on a non-

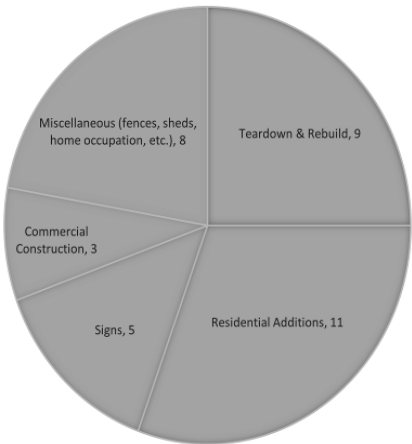
conforming lot (a lot whose frontage or area does not meet the minimum for its particular zone) requires a Special Permit from the ZBA, which gives the town the opportunity to review new houses to ensure that they will be in keeping with the character of each neighborhood and that the massing will be limited to a more reasonable size than what used to be allowed.

The Covid-19 pandemic altered the Town's operations in many ways, and the Zoning Board was no different. Using the Zoom platform, meetings throughout Fiscal Year 2021 have all been held remotely. While there was, of course, a learning curve for everyone, the transition to remote meetings has been smooth and has allowed applications to be heard in a safe and timely manner.

### **PROJECTIONS**

The ZBA will continue its mission to uphold the Zoning and Sign Bylaws, making certain that building and sign projects in Bedford are not detrimental to the Town or the neighborhood in which they are proposed and are in keeping with the intent and purpose of the Bylaws.

ZONING BOARD OF APPEALS CASES - F.Y. 2021



## PERMITTING AND LAND MANAGEMENT

### Conservation Commission

Allan Wirth, Chair

#### **PURPOSE**

The Conservation Commission consists of seven volunteer members appointed by the Select Board. Its functions are to oversee the local protection of wetlands, waterways, floodplains and riverfront areas, and to acquire and maintain open space land for the protection of natural resources and for the benefit and enjoyment of the citizens of Bedford. The Commission derives its jurisdiction from the Conservation Commission Act (Massachusetts General Laws Chapter 40, section 8C), the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, section 40), the Rivers Protection Act, and the Town of Bedford Wetlands Protection Bylaw (General Bylaws, Section 36 as adopted at the 1987 Annual Town Meeting and amended through ATM95 and ATM16).

The Act and the Bylaw require the Commission to review applications for projects within 100 feet of wetlands, water bodies, waterways and floodplains, and within 200 feet of perennial streams and rivers. The Commission holds public hearings, issues Determinations and Orders of Conditions permitting work, inspects the work in progress, and upon completion issues Certificates of Compliance. It may issue Enforcement Orders if unauthorized activities are identified that cannot be resolved through more amicable means. Concerning land stewardship, the Commission proposes the acquisition of conservation land, conservation restrictions and trail easements to the town, arranges donations and purchases, and oversees the use, monitoring and maintenance of these lands, restrictions and easements.

#### **EMPLOYEE STATISTICS**

The Conservation Department employs two full-time staff members to support the seven-member Commission.

#### **FY21 HIGHLIGHTS**

##### **Wetland Applications, Permitting and Construction Monitoring**

The Conservation Commission received 18 Notices of Intent applications under the Massachusetts Wetlands Protection Act, Rivers Protection Act and Town of Bedford Wetlands Protection Bylaw, for major residential and commercial development projects, issuing 17 Orders of Conditions. The Commission issued 40 Determinations of Applicability for smaller projects.

##### **Jordan Community Gardens**

The community garden plots at the George Jordan Conservation Area on Hartwell Road continue to be very successful. All twenty-two plots were utilized by both new and returning gardeners. Bedford residents are encouraged to contact the Conservation Office for more information on reserving a garden plot for the 2022 season.

##### **Trail Projects**

The Trails Committee continues its charge to maintain the Town's extensive trail network by clearing downed trees, installing bog bridges in wet areas, updating trail maps and blazing, and adding signage as needed. With cooperation and support from both the Conservation Commission and the Department of Public Works, the Committee also works to identify potential new trail easements for public access and provides support for various Eagle Scout projects related to trails. For a comprehensive description of all trails projects completed and planned for each calendar year, there is an Annual Report that is published and presented to the Conservation Commission.

In FY21, the Committee was pleased to complete the trail improvements for the connection from the Lantern Lane pedestrian bridge to the Wilderness Park Conservation

# PERMITTING AND LAND MANAGEMENT

## Conservation Commission

Area, including installation of a series of bog bridges. The Committee also worked with Bedford residents to obtain a new trail easement connection to the York Conservation Area, as well as providing support for an Eagle Scout project to install a new kiosk at the Buehler Ponds Conservation Area.

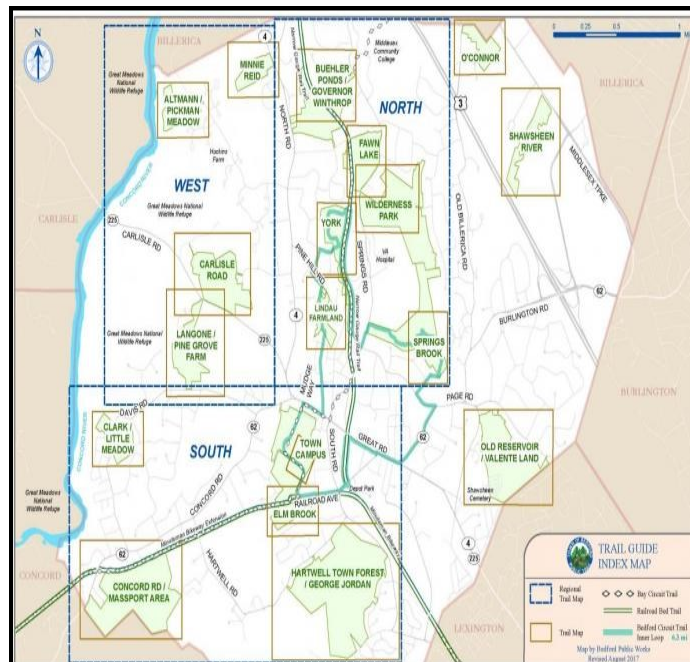
The Trails Committee continues to use their Google Group to provide options for “Take-Your-Own” trail walks, with maps and descriptions, and also monitors their Facebook page for reports of any trail maintenance needs. Trail maps are available for download on the Town of Bedford website at [www.bedfordma.gov/trails-committee/pages/bedford-trail-maps](http://www.bedfordma.gov/trails-committee/pages/bedford-trail-maps).

### **FY 2022 PROJECTIONS**

The Commission hopes to introduce residents to new conservation areas, trails, and welcomes local amateur naturalists to participate in planning and leading interpretive

walks. Photographs and reports on observations are welcome. Several rare turtle and salamander species occur in Bedford, and the Commission asks residents to consider their vulnerability to automobile traffic.

The Commission continues to manage the conservation fund to allow the purchase of small parcels and appraisals of larger properties. The continued support for open space preservation will allow an irreplaceable legacy to pass to future generations of Bedford residents. The Commission’s role is challenging, but the rewards are great in terms of contributing to the future integrity of Bedford’s landscape and resources. Those interested in serving on the Commission should contact the Volunteer Coordinating Committee, the Town Manager’s Office, or the Conservation Office at (781) 275-6211.



The Bedford Trail Guide is a spiral-bound color publication from the Trails Committee containing the Bedford Trail Maps and their descriptions. It can be purchased for \$10 at the DPW at 314 Great Road, the Town Clerk’s office or the Conservation office at the Town Hall at 10 Mudge Way, or the Depot Park Gift Shop at 120 South Road.

# HUMAN SERVICES

## Board of Health

**Heidi Porter, Director of Health and Human Services**

**Anita Raj, Chair, Bedford Board of Health**

### **PURPOSE**

Through their many programs and activities, the Bedford Board of Health (BOH) and the experienced Health Department staff, endeavor to protect public health, prevent disease, and promote the overall health and well-being of the Bedford community. The Health Department promotes a healthy community through execution of vaccination clinics, assessment of the physical and mental health of the community, distribution of health education, information sharing, and environmental mitigation. They prepare the community by planning for emergencies; and protect the community by enforcing local, state and federal codes and mandates relating to inspections and permitting and investigation of complaints.

Operationally, following reorganization in July 2019, the Health Department is a division of the Health and Human Services (HHS) Department in conjunction with Youth and Family Services and the Council on Aging.

The Health Department works under the general direction of the five (5) elected BOH members, who through performance of statutory and regulatory obligations and coalition building, strive to help neighbors lead healthy lives in Bedford. They do this through their dedication to serve all residents of Bedford, particularly the underserved and to promote healthy people, healthy families and healthy environment through compassionate care, education and disease prevention. The BOH identifies emerging public health needs, creates needed regulations, sets policy, holds hearings and considers variances.

During FY21 the BOH elected members and Health Department staff met at least bi-monthly via remote webinar. Visit the BOH website at [www.bedfordma.gov/board-of-health-0](http://www.bedfordma.gov/board-of-health-0) for

meeting agendas, minutes and news and announcements. Visit the Health Department website at <https://www.bedfordma.gov/health-department> for program information, regulations and policies and health and wellness information.

### **EMPLOYEE STATISTICS**

Full-Time Employees: 4

### **FY21 HIGHLIGHTS**

While the response to the COVID-19 pandemic continued to dominate the BOH's and the Health Department's activities in FY21, the usual and necessary programs, inspections and outreach continued so as to ensure the protection and promotion of public health and prevention of disease (in addition to COVID-19) throughout the community.

In an effort to keep the Bedford community informed of COVID-19 case counts with the general population and within the schools, breakdown cases by age group and eventually to detail vaccination rates by age group, the Health Department, with the assistance of the Town's Information Systems Department, developed a COVID-19 Dashboard of conditions in Bedford. Visit the Dashboard at [bedfordma.gov/COVID-Stats](http://bedfordma.gov/COVID-Stats).

In March 2020, the BOH passed an Emergency Order Regarding Personal Services to protect the public. As the Governor lifted restrictions on various business sectors through FY21, the BOH rescinded certain sections of their Order to maintain consistency with the Governor's Orders.

In FY21, the BOH voted policy statements in support of comprehensive COVID-19 mitigation strategies to keep schools safe, supported the Governor's May 29, 2021, Reopening Plan, requested a Stop the Spread testing site in Bedford and supported expansion of COVID testing opportunities in Bedford. They also adopted a Communications Plan, nominated three Animal Inspectors, and appointed a



# HUMAN SERVICES

## Board of Health

Tobacco Control Inspector.

Flu clinics were operated differently in FY21 because of COVID-19. A successful drive-through model was implemented due to Town buildings and offices being closed to the public for a period of time. Residents were able to stay in their vehicles and utilizing COVID-19 safety precautions, mask wearing and pre-registration, the Health Department administered 1,509 doses of influenza vaccine, an increase of 300 doses from the previous year!

The Health Department supported the Fire Department's COVID-19 testing program for Town employees and residents, which began on Saturday, December 12, 2020, behind the Town Center Building. This program also utilized the drive through model. The testing was offered to symptomatic and asymptomatic persons on a weekly basis. As of Saturday, January 30, 2021, the testing was moved to Middlesex Community College until the testing program ended at the beginning of May 2021.

Bedford collaborated with Concord, Carlisle, Maynard and Sudbury on a regional First Responder COVID-19 vaccine clinic as part of the Massachusetts phased vaccine distribution plan. This gave the Health Department a sense of how to facilitate and prepare for its own COVID-19 vaccine clinics.

A great deal of planning and consideration was done in preparing for the town to receive COVID-19 vaccine doses and how they would be distributed. In the end, the state only allotted Bedford 600 doses of the Moderna COVID-19 vaccine for distribution to residents. Bedford also partnered with a Massachusetts pharmacy (Peimeds) that received federal doses of Pfizer vaccine and together we were able to distribute 100 1<sup>st</sup> and 2<sup>nd</sup> doses of vaccine to Bedford residents, primarily youth, through that partnership. The Health Department also distributed a handful of one-dose Jansen vaccines to homebound residents.

To assist and support Bedford residents tackling food insecurity during the COVID-19 pandemic, the Bedford Food Bank continued the weekly drive through food distribution at the JGMS with the help of Town and School Staff, dedicated volunteers, the Bedford CERT, and members of the Fire and Police Departments. The Bedford Food Bank has been going strong and is now located in and operates out of the Town Center building. In addition to nutrient dense foods, the Bank distributes personal items and diapers. Because of the continued support and efforts of the Bedford Food Pantry, the Greater Boston Food Bank, Food Link, Gaining Grounds, Chip-In Farm, Flatbread Company, donors to the Bedford Emergency Relief Fund and of course to the dedicated volunteers, the Food Bank serves upwards of 100 families each week.

The William James College INTERFACE Referral Service program initiated its relationship with Bedford this fiscal year. This service can facilitate access to timely and appropriate outpatient services and aims to break down the pre- misconceptions regarding mental health and getting the help needed. Through this Helpline, residents can be set up with a Resource and Referral Counselor who can assist them in finding the services that will best support their needs.

Regional Tobacco Control Collaborative – The Towns of Bedford, Concord, Lexington, and Wilmington worked collaboratively to create a new regional tobacco control program with a shared, part time, tobacco inspector. The shared inspector assists the collaborative by providing education and signage to tobacco retailers and conducting periodic tobacco compliance checks or inspections to ensure tobacco retailers are compliant with all local, state and federal regulations within these communities.

Over eighty public health outreach articles or infographics were posted on the Health Department website and sent to local media sources, to assist the Bedford community with

# HUMAN SERVICES

## Board of Health

relevant public health topics. Local businesses received over fifty COVID-19 related communications from the Health Department to help keep them informed of the frequent changes to the Governor's COVID-19 safety protocols, directly impacting their businesses and the community.

The Town of Bedford, particularly through the Health and Fire Departments, continues collaboration with the Community Emergency Response Team (CERT). CERT volunteers bring all types of skills, interests and experience to the team in support of the community. Some of the special skills and interests include: teaching, nursing, medicine, social work, EMT, ham radio operation, meteorology, computer software, domestic violence victims' advocacy, and Emergency Response Team (ERT) involvement for their

employers. In FY21, CERT members assisted the Town by: publishing preparedness outreach articles regarding floods and winter weather; updating the Town's warming and power charging center plan to reflect COVID-19 protocols; constructing warming and charging kits; posting COVID-19 mask and distancing information at Town trailheads; providing traffic and flow management as residents navigated the Town-wide Flu vaccination, COVID-19 vaccination, and COVID-19 test clinics; and preparing and distributing bags of food and basic necessities at the Bedford Food Bank.

More information about CERT can be found here: <https://www.bedfordma.gov/fire/pages/cert-community-emergency-response-team>.

### **FY21 STATISTICS**

#### **Community Nurse Program**

Client Base:	2
Number of new clients:	0
Number of home visits:	2
Number of office visits: *not including in office flu shot visits	1
Attendance at blood pressure clinics:	0
TB Tests:	0

#### **Communicable Disease Cases - Evaluation on/Follow-up**

Babesiosis:	4
Borrelia miyamotoi:	4**
Campylobacteriosis:	4
Ehrlichiosis:	1**
Giardiasis:	0
Hepatitis A:	0
Human Granulocytic Anaplasmosis:	6**
Influenza:	1*
Mumps:	0
COVID-19 (confirmed and probable):	705
Salmonellosis:	3
Vibrio sp.:	0
Viral meningitis:	0

NOTE:

\*Confirmed influenza cases do not require follow-up per state guidelines and in FY21 were not tracked for local use by the state surveillance system.

\*\* indicates suspect or probable cases, i.e. cases with clinical and/or laboratory evidence of the disease reported prior to the confirmation of the diagnosis



# HUMAN SERVICES

## Board of Health

Area of Program Management	Permits Issued	Inspections (if required)
<b>Food</b>		
<i>Food Establishments</i>	<b>123</b>	<b>169</b>
Routine Inspections		<b>111</b>
Complaint Inspections		<b>12</b>
Re-inspections		<b>63</b>
New Establishment/Renovation Plan Reviews	<b>6</b>	
<i>Temporary Food Events</i>	<b>12</b>	
<i>Dairy</i>	<b>1</b>	<b>1</b>
<b>Environmental Health</b>		
Permitted Beach/Pools	<b>15</b>	<b>33</b>
Keeping of Animals/Barn Inspections	<b>10</b>	<b>1</b>
Recreational Camps for Children	<b>3</b>	<b>0</b>
Tanning Establishments	<b>0</b>	<b>0</b>
Pre-Demolition/Renovation Survey Reviews	<b>8</b>	
Burial Permits	<b>156</b>	
Funeral Directors	<b>2</b>	
Motels/Hotels	<b>3</b>	
Septic Haulers	<b>6</b>	
Trash Haulers	<b>11</b>	
Grease Haulers	<b>9</b>	
Emergency Beaver Permits	<b>1</b>	
Well Permits (Irrigation or Drinking Water)	<b>3</b>	
Tobacco	<b>6</b>	<b>13</b>
<b>Complaints Received and Investigated</b>		
Nuisance / Trash	<b>16</b>	
Noise/Animals/Odor	<b>2</b>	
Housing	<b>8</b>	
Food	<b>8</b>	
Hotels/Motel	<b>0</b>	
Pools	<b>0</b>	
Camps	<b>0</b>	
Tobacco	<b>0</b>	
COVID- 19	<b>68</b>	
Hazardous Spill	<b>1</b>	
Other	<b>2</b>	
<b>Hazardous Materials and Biosafety Programs</b>		
Hazardous Materials Registrations for Bedford Businesses	<b>45</b>	
Biosafety (Recombinant DNA) Permits for Bedford Businesses	<b>10</b>	
Household Hazardous Waste Events	<b>8</b>	
Bedford Resident Visits to Household Hazardous Waste Events	<b>466</b>	

# HUMAN SERVICES

## Board of Health

### Community Interventions

#### Vaccinations

- Flu Vaccines: 12 Drive Through Flu Clinics, 1 Town Walk Through Clinic, 3 Employee Clinics, 4 Senior Drive Through Clinics, 2 School Drive Through Clinics, and Health Department Office Hours.
- A total of 1,509 doses of flu vaccine were administered during the 2020-2021 flu season. This reflects a 25% increase in flu vaccinations over FY20.
- COVID-19 Vaccine: 8 Clinics (Health), 2 Student Clinics (PelMeds), 613 Moderna Doses given, 200 Pfizer Doses given and 6 Janssen Doses given. These doses included those dedicated to the COVID19 vaccine Homebound Program.
- Pneumonia vaccination. 3 doses were given.
- Shingles vaccination. 5 Shingrix vaccines were given.
- Flu clinic planning for 2021-2022 season considering ongoing COVID19 variant concerns.

#### Health Screenings

- Bedford Day – Canceled due to COVID-19.
- No blood pressure screenings were held due to Town buildings being closed to the public.

#### Health Promotion

- The Health Department worked with Impact Melanoma and Emerson Hospital to install three (3) new sunscreen dispensers within the Town. They are located at Sabourin Field, Town Campus Tot Lot and at Depot Park.
- The Bedford HHS Department offered a variety of support webinars for parents, caretakers and children such as:
- COVID Life & School Reopening – With Mary DeLorenzo, MEd, CAGS
- Resilience Required: COVID-19 & Teen/Tween Mental Health – With Jon Mattleman
- What's a Parent to Do? They're Adolescents – With Dr. Sion Kim Harris
- The Chaos of COVID: A Tsunami of Needs in

the Wake of the Crisis – From DSVN Panel

- QPR – Suicide Prevention – with Jon Mattleman
- Spring Ahead! – With Rachel Kramer, Ph.D.
- Fostering Resilience in Children Who Experience the Devastating Impact of Domestic Violence – From DSVN Inc.
- Now What? Helping Families Manage Emotionally During Uncertain Times – With Lynn Lyons, LICSW. This was a collaboration with Concord and Carlisle and the Center for Parents and Teachers
- Moving Beyond COVID – With Sarah Hickey, LCSW

#### Community Safety

- Ongoing medication collection and sharps disposal kiosks at Police Department. Additional sharps disposal kiosk at the Fire Department.
- Hosted eight (8) Household Hazardous Waste Collection Events with the regional collaborative for the safe collection and recycling of household hazardous waste.
- Residents were instructed to “Answer the Call” from the Bedford Health Department and the Community Contact Tracing Collaborative in efforts of providing correct contact tracing information to help stop the spread of COVID-19.

#### Miscellaneous

- The Health Department trained on and utilized PrepMod, the state's web application for vaccine management which helps with processing patient data and billing for COVID-19 vaccinations.
- A new Fee Schedule for Licenses and Permits was approved as of 7/1/2020 which aligned Bedford's fees with those from surrounding communities. View the Fee Schedule at: <https://www.bedfordma.gov/health-department/pages/fee-schedule>

#### FY22 PROJECTIONS

Influenza Vaccination Clinics will be planned to

# HUMAN SERVICES

## Board of Health

accommodate the anticipated desire for flu vaccination during the COVID-19 pandemic and Delta variant surge.

Remain ready to execute COVID-19 vaccination clinics should doses become available to local Health Departments. Continue outreach, education, and information sharing to enable the community's physical and mental health.

Extensive COVID-19 response is anticipated. Work with schools, businesses and residents, in collaboration with the MA Department of Public Health to conduct outreach to COVID-19 positive cases to ensure cases isolate and conduct contact tracing to ensure quarantine actions are taken by close contacts.

Begin the onboard process with Color, the State's preferred web platform, that will allow the Health Department to facility necessary function of operating vaccine clinics going forward. This includes but not limited to appointment scheduling, record keeping and application billing.

Work with Bedford's mosquito control vendor, East Middlesex Mosquito Control Project (EMMCP), to provide mosquito mitigation services as we end the third of an expected 3-year cycle of potential Eastern Equine

Encephalitis (EEE) impact. Fortunately, EEE was not exhibited in FY21.

Evaluate the Recreation Camp for Children permitting program.

Continue utilizing public health interns to advance Health Department and Board of Health goals.

With the DPW, promote the installation of a third bus stop shelter proximal to the Stop and Shop plaza in coordination with the DPW.

Hire and onboard a new Community Health Nurse.

Continue to seek communication with officials at Great Meadows National Wildlife Refuge operated by the U.S Fish and Wildlife Service to call for the organization of a contingency plan between wildlife refuge officials and local mosquito professionals when evidence of the threat of disease emerges in the Refuge.

Support and enhance the operation of the Bedford Food Bank.

# HUMAN SERVICES

## Council on Aging

**Alison Cservenschi, Council on Aging Director**

### **PURPOSE**

The mission of the Council on Aging (COA) is to provide services, programs, and activities to maintain and increase the independence and quality of life of Bedford seniors. The senior population, aged 60 and older, is currently 3,979, according to the Bedford census respondents. This shows 142 more people aged 60+ than in 2020. These residents now account for 29% of the community.

The COA aids and support for caregivers, families and professional elder service providers on whom Bedford elders depend. The COA promotes an interdependent, multigenerational community by encouraging all residents aged 60 to 100+ to engage with the wide range of COA programs and essential services that are made available.

All COA activities, programs and services assist older residents of Bedford and their loved ones to meet the physical, emotional, social, spiritual and financial challenges of aging. Other goals of our programs include providing opportunities for personal development, new experiences, life-long learning and overall fulfillment at a later stage of life. To reach as many older adults as possible the COA is open Monday through Friday, Saturdays and limited evening hours. Virtual, hybrid and COA sponsored cable programs are also made available for those who prefer engagement in this format.

The COA offers the following:

- Year-round social, educational, cultural, recreational events and programs that promote healthy aging and lifestyles both inside and outside the center.
- On-site health services, health education, wellness screening and fitness programs.
- Development and coordination of engagement, volunteerism, career counseling, job coaching and employment opportunities that benefit older adults.
- Provision of free, confidential consultation, information, and education to seniors, family caregivers and loved ones about aging-related issues and available services.
- Community education, for seniors, their families, professionals and local businesses, around aging, health, legal, end of life and the financial challenges of transitions through the lifespan and how the needs of seniors can be met with reliable, supportive, community resources.

### **EMPLOYEE STATISTICS**

Full-Time (3) Director/Social Worker/Administrative Assistant

2X 40hrs/wk and 1X 35hrs/week: 100% municipal funding

#### Part-Time (5) Department Assistants

1X 15hrs/wk = 50% municipal and 50% Grant Funded (Tue, Thu, Fri)

1X 16hrs/wk = 100% municipal funding (Mon, Wed, Fri)

1X 8 Evening hrs/wk = 100% Grant Funded (Mon, Wed)

2X 5 Saturday hrs/wk 1X 100% municipal funding & 1X 100% Grant Funded

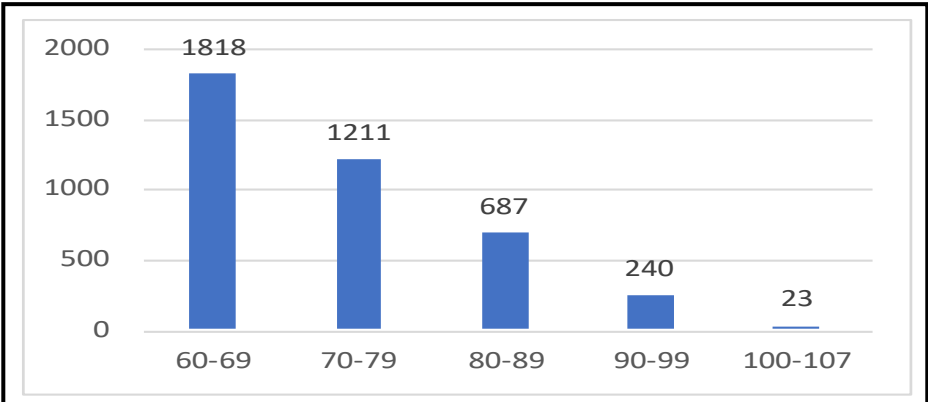
# HUMAN SERVICES

## Council on Aging

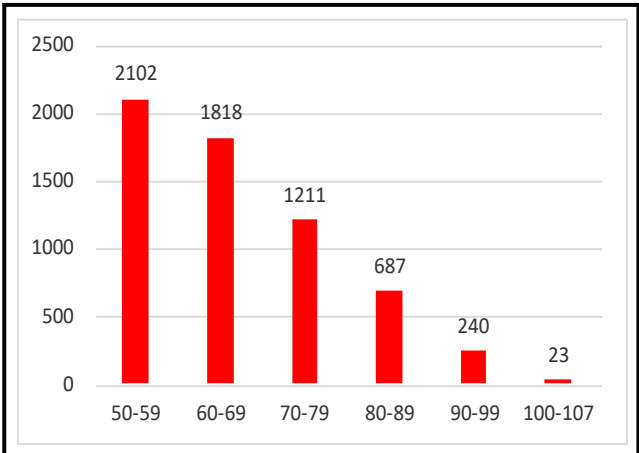
**FY21 HIGHLIGHTS**

**Senior Center Programming**

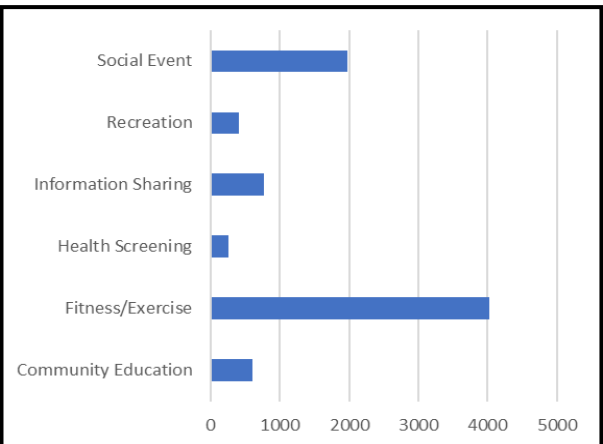
FY21 Bedford Census Profile by Age Range Chart



The above bar chart illustrates the current spread of ages from age 60 years and older in Bedford from the 2021 census. The overall 60+ senior population in Bedford totals 3,979 which has gained 142 individuals and, to note, 1,188 more residents in total since the 2010 census. Residents from all age groups attend the COA to engage and connect through our senior-focused programs and services. In FY21 residents from the 70-79 age group are the most numerous age group who participated in virtual, hybrid, alternative and in-person programs.



The above bar chart shows the same data with the projection of those aged 50 and older who will age into COA services over the next 10 years. These numbers will need to be taken in consideration year over year in terms of the COA's response to demands on programming, space and community supports for seniors. In addition, caregivers also need support as they are aging themselves while taking care of a loved one.



The above graph shows the distribution of participation for each program type offered by the COA during Town Center closures. Many of these events were offered virtually or in alternative ways while the physical COA space was closed over COVID. Fitness and exercise switched this year with social events as most important to the community and continued at no cost due to financial support from the Friends of the COA.

# HUMAN SERVICES

## Council on Aging

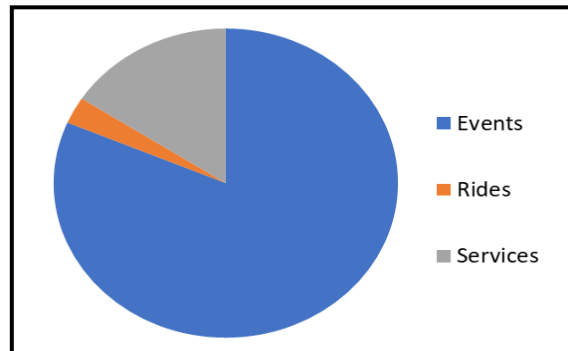
To note, according to ‘Demographic Turning Points for the United States: Population Projections for 2020 to 2060 Population Estimates and Projections Current Population Reports’ by Jonathan Vespa, Lauren Medina, and David M. Armstrong, the year 2030 marks a demographic turning point for the United States. Beginning that year, all baby boomers in the country will be older than 65. This will expand the size of the older population so that one in every five Americans is projected to be at retirement age. Later that decade, by 2034, it is projected that older adults will outnumber children for the first time in U.S. history.

All of these planned, scheduled and promoted programs directly contribute to the COA mission. Seniors who participate in regular exercise and social activities reduce the likelihood of falls, isolation, health related illness and are more likely to volunteer. During the COVID pandemic it was important for the department to maintain connections with the community, during physical closing of the building through the eventual re-opening in June.

This goal was achieved by planning and arranging a number of opportunities allowing residents to see each other, engage in meaningful activity, connect with staff and maintain fitness and socialization levels in alternative ways. Throughout COVID the COA staff continually responded to the needs of the community by maintaining communication with residents via the monthly newsletter, email, phone calls, through the press, weekly food bank and in- person when possible.

Total visits for the entire fiscal year FY21 was 8,834. This year’s attendance was heavily impacted by the center being physically closed to the public since March of 2020, with many programs being postponed. The unduplicated senior count, which represents single individuals, counted for 707 people, 561 less than in FY20. 805 in-town residents attended

virtual and alternative programming this year. 93 residents used the COA from out-of-town representing 90% vs 10% usage respectfully. In FY21 73 new participants engaged with the COA for the first time. The stigma of attending the ‘senior center’ was lessened with virtual offerings and new attendees enjoyed programs from the comfort of their home along with regular attendees.



The above pie chart illustrates the proportions of time COA staff work in the areas of events, medical and non-medical rides and services.

The highest proportion of time is spent on preparation, planning, arranging and promoting social events, opportunities and programs for the community.

Volunteer and instructor-run programs continued remotely, at no cost, with ongoing assistance and communication from both the Director and staff. The Director began communication with residents, volunteers and instructors inviting them back to the center as operations scaled up for re-opening in June 2021 . In-person programs that were not offered in a virtual format over COVID were encouraged to return at the comfort of the instructor and participants. All classes and programs have been relocated and rescheduled by time and or day into the 2<sup>nd</sup> floor Union Room and Flint Room to accommodate the Town’s Food Bank, temporarily housed in the Town Center Shawsheen Room. This work was a collaborative effort between Bedford

# HUMAN SERVICES

## Council on Aging

Recreation, the COA, instructors and volunteers.

Services are the second most time spent and the Social Worker spends the majority of her time in this area. The last portion of time is spent assisting residents by arranging medical and non-medical rides that were essential during COVID with the Bedford Local Transit (BLT) not being in service.

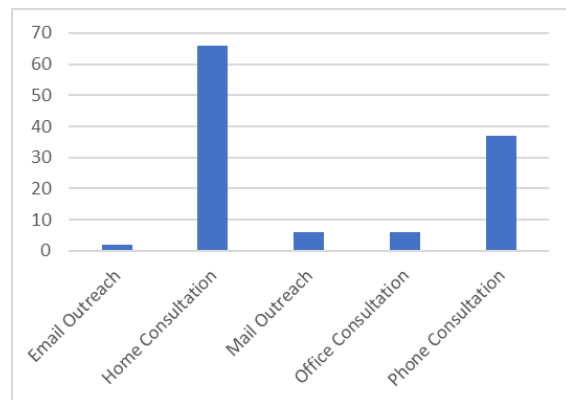
The COA Board and staff continue to work on a strategic plan to address the growing needs and desires of the 60+ population in the community. Ongoing considerations must continue to include plans for the younger, middle and older senior, as needs within these groups are varied and diverse. Both on-line and COA programming arranged on cable TV aided greatly in reaching homebound and isolated groups during the COVID pandemic who were isolated and homebound due to COVID.

As the center re-opened in June 2021 some programs remained in a virtual, or hybrid format, allowing both on-line and in-person attendance. A benefit of the COVID pandemic was the ability of the COA to maintain connections with the community through various methods. Many residents showed great interest in learning virtual technology on their own, or being supported by COA staff. These programs were very accessible to those without transport and participation in virtual programming grew over time. The oldest member who took part in virtual classes was 93. Another unexpected benefit of virtual programming was that residents who traveled out-of-Town and even out-of-state, were able to maintain connections with Bedford, see their friends and attend programs.

Virtual and hybrid programming was very successful again this year after its initiation in April 2020. Technology will continue to be part of future planning for the COA. Department staffing levels will need to be reviewed to

support this type of enhanced program development. Currently maintaining both in-person, outside events, managing relocated programs and running virtual programs is a heavy lift for the entire department. The COA will continually monitor programs, services, transportation and space needs as participation returns to pre-COVID levels. All areas of the COA are expected to grow in size, need and demand as the senior population continues to evolve within the community and grow in number over time.

**Social Worker Bar Chart by Service Types**



The graph above demonstrates the distribution of services provided by the full time COA Licensed Independent Clinical Social Worker (LICSW). This year the COA Social Worker engaged with residents throughout COVID providing much needed and welcome support.

The majority of time spent was providing home consultations, elder and caregiver support, service visits, weekly home delivered food bank packages, gift bags and face masks.

The COA Social Worker assisted 299 individuals over the year with 1559 notable interactions in FY21, compared to 363 individuals and 1688 interactions in FY20. These figures are only slightly lower than FY20 which suggests that COA outreach was



# HUMAN SERVICES

## Council on Aging

effective during COVID and needs still exist in Bedford. Considering that the Town Center was closed to the public during the pandemic. Social Service interactions continue with complex and multiple needs resulting in the need for coordinated services with local agencies and other Town departments.

The top five areas of need this year included assistance with food insecurity, continuing from last year during COVID, issues with housing, referrals for assistance in the home and home care, falls prevention and mental health support. Other areas of need requiring engagement with the Social Worker included housing, financial assistance, and transportation. General information and referral calls not requiring detailed follow up, or anonymous requests, are not collected in the above data but are ongoing throughout the year. These types of calls include residents seeking general information and out-of-town families with concerns for their loved ones in Bedford but prefer to maintain privacy and do not wish to provide a name.

### **ACTIVITIES AND ACCOMPLISHMENTS DURING FY21:**

#### **Administration of Supplemental Nutritional Assistance Program (SNAP) Reimbursement Project in collaboration with UMass Medical and the Department of Transitional Assistance (DTA)**

This year the COA partnered with UMass Medical and DTA on an initiative to address the SNAP Gap (those who qualify for food stamps vs. those who apply and utilize them) in Bedford. Food insecurity continued to be a serious concern for the community, including seniors and especially during the COVID pandemic. Food insecurity can lead to unnecessary hospitalizations, preventable falls and poor nutritional health which continues to be an important area of focus. In FY21 the COA provided the Town with \$1,591.23 through this partnership which represents 50% reimbursement for all outreach and application

activities related to the promotion of SNAP.

In addition, this partnership allows social services direct access to the DTA system to track and assist residents with applications, check their benefit status and amount of benefits available. In the first two quarters of the program, 18 applications have been processed and approved. Staff also participated in 35 hours of partner training with the Department of Transitional Assistance and outreach has been ongoing throughout the community.

The COA Director administers this program and coordinates efforts with the Youth & Family and COA Social Workers who track hours spent on outreach and application assistance. This partnership ensures the entire community including older adults, youth and families are aware of this no cost benefit and can receive assistance with their application.

#### **Development of the 1<sup>st</sup> Social Work Internship under the Health & Human Services Department**

A first of its kind internship program was initiated and developed with a 1<sup>st</sup> year social work student from Boston College. This collaboration of the Licensed Independent Clinical Social Workers (LICSW), of the COA and Youth & Family Services, allowed a Master's level social work student to be trained and educated in how social work is carried out within a municipality. This opportunity is unique to Bedford within two departments and offers exposure to residents in need and the coordinated care network that assist them. This work is achieved through a team of connected agencies and other Town departments working together including Bedford Police & Fire, Board of Health, Eliot Community Health Services, the Domestic Violence Service Network and Minuteman Senior Services.

# HUMAN SERVICES

## Council on Aging

The student gained extensive knowledge and exposure between two Town departments and assisted residents in various age groups. During this internship the student created and developed a 'Friendly Caller Program' including a handbook, welcome letter and promotion through the COA newsletter and the Town's Facebook page. The student created new volunteer opportunities and connect residents who wanted to participate in the program. Considering an approximate \$25/hour rate for a new Social Worker, this intern worked 433 hours this year, providing a \$10,825 value to the Town.

### Procurement of a new Bedford Local Transit



#### (BLT) Vehicle

Funding was approved, through Town Meeting vote, to purchase a new wheelchair accessible vehicle to operate the BLT. The BLT was only in service in June 2021, during COVID, and received \$66.00 in fares, \$1040.55 in reimbursement, drove 247 miles with 57 trips and averaged 4 riders/day that month. On request Carleton Willard Village kindly agreed to continue allowing the Wheels of Life fund to cover all non-medical rides while the BLT was not in service from March 2020 – May 2021.

### Wheels of Life Program funded by Carleton Willard Village: Non-Medical Ride Expansion

224 medical rides were provided in FY21, compared with 175 rides in FY20. This program is made possible by continued, generous funding of \$21,000 each year from Carleton Willard, in collaboration with Bedford Red Cab taxi service. Of those rides 207 rides

were completed for Bedford community dwelling seniors and 17 were completed for Carleton Willard Village residents.

In addition to medical rides, Carleton Willard agreed to fund non-medical rides while the BLT was not in service. 52 non-medical rides were provided this year using this fund. The cost of this service in FY21 totaled \$22,955. For comparison, in FY20, this service totaled \$15,800

### CHNA15 Grant Funded Virtual UCLA 4 Week Memory Training Program

A \$1,000 grant was secured through CHNA15 to offer a unique Memory Training program. COA staff completed training to facilitate this innovative, evidenced based educational course for people with mild memory concerns. The program was made available through MCOA and the Semel Institute of the University of Los Angeles (UCLA) Longevity Center, written and designed by Gary Small, M.D., and Linda Ercoli, Ph.D. This program, originally planned in-person. The staff successfully re-trained to offer the class virtually. Therefore, it could then be offered throughout the COA center closures.

Three 4-week groups enjoyed learning ways to improve memory in an interactive, fun environment and received education on what memory is, how it works and how to reduce tip of tongue moments. Participants taught their brains how to improve memory habits, learned techniques on reducing memory burden and gained insights into individual learning styles.



# HUMAN SERVICES

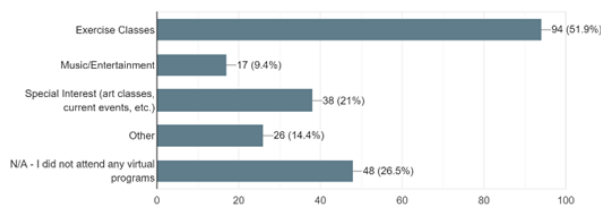
## Council on Aging

The groups also enjoyed alumni sessions to report back on their use of techniques and to connect with each other through memory training.

### COA Survey

Before the Town Center re-opened to the public, the COA administered an instructor and resident survey to the community. The COA hoped to garner the success and interest in virtual programming over COVID, interest in returning to in-person programs and various other questions. 181 responses were received. Interesting themes included 92% stating they would be able to pay for classes on returning and the majority of respondents' interest in paying for classes via credit card. 70% of respondents would continue virtual programming if offered and 73% would attend on-line in the future on a snow day or when out of Town. 80% were comfortable attending programs in-person or under the tent. Many residents commented about concerns around the vaccination status of others and being more comfortable returning to in-person activities if vaccines were required and masks were mandatory. Below is a sample of responses from one of the survey questions.

If you attended our virtual programs, which types of programs did you attend? \* Check all that apply.  
181 responses



### CHNA15 Evening Virtual Career Coaching Boot Camp

A \$2,000 grant was applied for and secured to offer a new virtual, evening program for job seekers in response to the loss of employment due to COVID. These free sessions were designed for displaced workers looking for their next role, people re-entering the

workforce or those looking for their first job. Tools and guidance were provided for successful job searches and all sessions were offered at no cost. This collaboration included staff from the COA, Youth & Family Services and local Professional Certified Coach Kelley Dadah, CPRW, PCC of KMD Career Solutions, LLC

### Drive-By Minuteman Senior Services



### (MMSS) Congregate Meals (Weekly: Monday, Wednesday and Fridays) and Meals on Wheels

1,666 meals were provided by MMSS staff using a drive through model, while Town Center was closed, compared with 3,461 in-person meals served in FY20. There is a \$3 suggested donation per person for this program and the value of each meal purchased, by Minuteman Senior Services through the Older American's Act: Title III Nutritional Services Program, is \$7 for a total value in FY21 of \$11,662.

Lunches were provided this year by food the service company, Trio, who also provided an additional 10,927 Meals on Wheels meals to the community, delivered by volunteer drivers. Both essential programs are in collaboration with MMSS and senior volunteers serving not only the most vulnerable in Town but also COA attendees interested in eating with others and may live alone. To be eligible to receive Meals

# HUMAN SERVICES

## Council on Aging

on Wheels Bedford residents must be homebound, no longer able to drive and financially in need. This year Meals on Wheels increased by 1,261 meals compared to FY21. Requests for service continued to increase due to COVID.

### **AARP Tax Assistance Program: Alternative Services During COVID**

This year the AARP Tax Manager and 10 volunteers were able to serve 155 clients in a modified drop off-pick up model while the Town Center remained closed. The COA communicated with the AARP team and arranged both pick up and drop off times with clients who called in. Each tax appointment requires 2 volunteers to review documents. The estimated hours for appointments this year totals 310 hours and 80 hours of annual training for the volunteers. The value of this program to the Town, considering a \$20 rate for a tax aide totals \$7,800.00. Typically, it costs approximately \$300 in MA to have taxes prepared. 155 clients saved, in total through this service, \$46,500.00 in tax preparation costs.

### **Monthly Virtual 'At Risk Meeting' in coordination with Bedford Police & Fire Departments, the Board of Health, Jail Diversion Program, Domestic Violence Service Network and Elliot Community Health.**

This established group met monthly in a collaborative effort to discuss preventative solutions, confidential outreach, assessment, services, pooling of resources, education and interventions to help those in need of support in Town due to repeated falls, mental health and other concerns.

### **Newsletter: Monthly COA Connections**

Every month residents aged 60+ receive an information packed newsletter from the COA detailing available programs and services. The newsletter is also available through on-line

subscription on the COA page of the Town website. During COVID the COA transformed this important communication tool by adapting content to support information sharing due to COVID. The newsletter aimed to reach all isolated residents who could not attend the center, inform readers about zoom classes and included word games, a very popular 'this day in history' page and special monthly letters from the Director and Social Worker.

The COA relies on 45 volunteers working around 2,000 hours each year to help process the 2,000+ monthly mailing pieces. The process usually took 4 hours, one day a week each month. Due to Town Center closures, and volunteers not being able to come inside since March 2020 to assist, the COA staff continued to complete this process in their stead to ensure timely, monthly newsletters.

In FY21 the department sent out 22,233 newsletters to the community and local organizations with an elder interest. The COA Connections newsletter is a 16-page, free publication, paid for through generous sponsorships and work from Liturgical Publications. Liturgical Publications, through contract, secures financial support from local advertisers and collaborates with the COA. In FY21 the COA received \$12,705 in sponsorship from paid supporters.

### **Health & Human Services Collaboration: \$5,000 CHNA15 Transportation Grant**

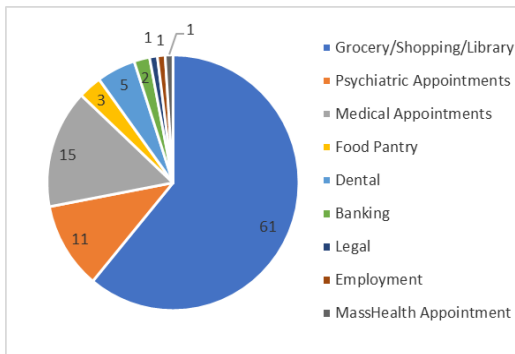
The Health & Human Services Department worked together to receive and administer a \$5,000 transportation grant released by CHNA15 for innovative practices to improve primary care and preventative health services for vulnerable populations. The grant was used to transport residents between the ages of 40 to 84 and assisted greatly when the BLT was out of service during COVID. The below pie chart illustrates the distribution of the types of rides requested using CHNA15 grant funding.



# HUMAN SERVICES

## Council on Aging

Grocery, library visits and shopping were the most numerous request and psychiatric appointments were the next popular destination.



### COVID Response: Greater Boston Food Bank, Acton Food Pantry, Health & Humans Services, CERT Team, COA and Youth & Family Services Collaborative

During the COVID closures a Town-wide food bank team was established in response to food insecurities that emerged during the pandemic. The COA Social Worker, Youth & Family Social Worker and COA the Program Assistant have continued to coordinate weekly home delivery services to residents in need. Home deliveries supplement the established weekly drive-by food bank for those unable to drive or pick up from the Town Center. 100 individuals were served by home deliveries in FY21, 14 less than last year. 751 home deliveries were completed, 21 less than last year.

In FY21 three volunteers were CORI checked by the COA, trained by Town staff and began assisting with the delivery portion of the service. Preparation of bagged produce, meat and cold items takes one hour each week with 3 Town staff. The cost of 3 hours of staff time assisting with preparation this year is approximately \$5,698.30. Door to door deliveries take approximately one hour for each of the 3 volunteers following a planned route. When volunteers are not available Town staff are needed to supplement this time and

provide deliveries throughout the community.

### Year 4 of Greater Boston Food Bank Distribution Collaborative for those aged 60+

In collaboration with the Greater Boston Food Bank and Bedford Housing Authority the COA coordinates the distribution of the monthly food bank at Ashby Place for eligible residents. The program provides non-perishable and fresh produce food at no cost to the Town or participants. This program serves residents, aged 60 and older, who qualify financially and creates volunteer opportunities for those looking to give back.

56 individuals took advantage of this program in FY21. 221 bundles were distributed at the Ashby Place location for qualifying Ashby residents, veterans from the VA and other local seniors. Bundles are estimated at \$60 per person and the estimated value of this program to the Town this year is \$13,260. 1 volunteer assisted with the program this year and provided 48 hours of service at a value of \$648. considering a \$13.50/hour pay rate.

### SHINE Counseling: Virtual Offerings During COVID

In collaboration with Minuteman Senior Services 2 volunteer SHINE counselors spent 90 hours in FY21 assisting seniors with health insurance and Medicare and Medicaid questions. Hours of service include direct counseling, research, follow up and supportive assistance in the challenging, and changing, medical insurance environment. This essential program can save residents hundreds in medication and insurance costs each year by a detailed review of individual medical circumstances and matching the best plans for healthcare needs. Each trained volunteer SHINE counselor is worth \$25/hour and the program value to the Town was \$2,250. this year.

The COA advertises the no-cost SHINE program

# HUMAN SERVICES

## Council on Aging

via newsletter and the COA website. Staff arrange appointments and coordinate with the SHINE counselors' schedules throughout the year. SHINE Counselors made themselves available by phone and email during COVID this year and continued offering an alternative virtual service while the COA was closed to in-person appointments.

During the Medicare Annual Open Enrollment each year, the COA plays an important role for those wanting to change health care plans. A space is made available for educational programs ahead of the December date and the COA arranges open enrolments appointments. The COA helps SHINE to meet their program goals of reaching 3% to 5% of the community's Medicare beneficiaries every year.

### **Durable Medical Equipment (DME): Limited due to COVID**

The COA lends donated walkers and wheelchairs to Bedford seniors in need, following a check by the Fix It Shop. In FY21 33 pieces of medical equipment were processed and on loan to the community. Purchasing walkers and wheelchairs can cost over \$150 each and are sometimes needed only temporarily. The value of loaned equipment this year was estimated at \$4,950. This important loan program saves hundreds of dollars in purchases for short or long-term use following surgeries; discharge from rehab or hospital, vacations and for seniors visiting from out-of-town. The COA's role in this program includes receiving items, storage, fielding and fulfilling requests, arranging pick up, completing tracking documentation and



reporting.

### **Outside Events and Cultural Council Events Under the Tent**

In collaboration with the Board of Health, the COA acquired an outside tent space for residents while the Town Center remained



closed to the public. On re-opening some returning programs such as lunch, Scottish Dance and Arts & Crafts, preferred to use the outside space into the summer. The COA planned outside entertainment with grants from the Bedford Cultural Council and worked with 5 individuals and groups who provided cultural music and dance events. The COA provided support letters, promotion, sign ups and space set up for these events and in total \$750 was awarded to these entertainers in Cultural Council Grants.

### **Alternative 'Virtual Memory Café' with Right at Home**

During Town Center closures, the monthly Memory Café was offered on zoom with support from Right at Home in Bedford. Memory Cafés offer a supportive place for older adults living with dementia and their caregivers to enjoy socializing and reconnecting with others living with similar situations. The program offers relief for caregivers, while presenters engage and connect the group through music, storytelling and movement. Cafes were offered beginning December 2020 through the rest of the year and ran for 1.5 hours. Elizabeth Kaupp, Director at Right At Home donated her time to coordinate events and presenters and her value added \$200 this year to the Memory Café.



## HUMAN SERVICES

### Council on Aging

#### **Volunteering and Engagement Opportunities During COVID**

45 volunteers worked 1,108 hours in FY21 compared with 183 volunteers working 11,064 hours in FY20 before COVID. Volunteer hours are of great value to the COA and the Town. Volunteers ensured programs and services continued such as taxes, SHINE, Sing Along, Mindfulness, Writing, Current Events and Trivia throughout this unusual year. For example, the Fix It Shop volunteers worked 163 hours, fixed 99 items and brought in \$726.00 for the FBCOA. Volunteer opportunities added this year include the Friendly Caller Program, established by the Social Service intern, and food bank home delivery drivers.

#### **FY22 PROJECTIONS**

##### **Assess and Improve the Senior Employment Program**

The senior employment program will be evaluated for effectiveness, interest, potential and availability within Town departments. A relaunch and re-brand will occur within Town to attract residents looking for work to offset real estate taxes. This plan will coincide with the recently Town approved tax relief program and offer meaningful engagement with the municipality while assisting individuals with

payment of taxes. Working by proxy will also be introduced, as part of the program, to ensure senior employees unable to work for health or other reasons can assign another to complete hours on their behalf.

##### **Participation in Select Board Goal Setting: Municipal Building Space Inventory, Expansion of Bedford Local Transit and Diversity & Inclusion Work**

The COA Board will continue to work on solutions to support the needs of older adults in Bedford based on the results of the Town Needs Assessment by researchers at the Gerontology Institute at UMass Boston. The COA Board and staff will participate in assisting the Select Board with their goals including providing information regarding space needs now and in the future as well as the potential for inclusive weekend, medical and farmers market transportation utilizing the BLT.

# HUMAN SERVICES

## Recreation

**Amy Hamilton, Director**

### **PURPOSE**

The Recreation Department offers a variety of adult and youth programs throughout the year consistent with the goal of satisfying the diverse desires of the Bedford community. These programs reflect the interests of the residents and foster a sense of community in Bedford. Programs are self-supporting and costs are kept to a minimum thanks to the volunteer efforts of many dedicated residents. The administration of the department is supported by funds appropriated at the Annual Town Meeting, as well as by funds generated by program fees. Office hours are Monday - Friday, 8:00 a.m. - 4:00 p.m.

Department guidelines and policies are established by a five member Commission that is appointed by the Select Board. The Commission meets once per month at 12 Mudge Way. Meeting notices are posted with the Town Clerk, on the Town website homepage and on the Recreation website homepage. Meetings are open to the general public. Note: During the Covid pandemic State of Emergency, meetings have used a virtual format. This format has enabled the public to view and to participate in the meetings.

Three or four activity brochure are made each year to convey information about Recreation programs to residents. These brochures are posted online at [www.bedfordrecreation.org](http://www.bedfordrecreation.org). On occasion, brochures may also be mailed to Bedford residences.

Recreation programs are typically held at 12 Mudge Way in rental space, public school facilities, various rental facilities, and at Springs Brook Park or on fields maintained by the Department of Public Works. Throughout the year, Recreation programs for youth and adults include: dance, gymnastics, the arts, music, soccer, basketball, volleyball, golf, fitness, tennis, skiing, science and special events and trips to shows and places of

interest. In addition, the Recreation Department coordinates the Town's annual Bedford Day, Summer Concerts and Tree Lighting.

Summer recreation in Bedford is busy with popular programs such as sports camps, theater, science camps, Springs Brook Park swimming and swim lessons, Summer Adventures, middle school summer programs and Kids' Club.

The Kids' Club program is the Recreation Department's school-age child-care program for children in grade kindergarten through grade five. Housed in rental space at 12 Mudge Way and using facilities at the Lane Elementary School, it operates all year and not only meets the child care needs of residents, but also offers children wonderful activities in a safe and caring environment.

The Recreation Department recognizes the tremendous contribution made by the many recreation volunteers. Recreation basketball and soccer are among the programs made possible by the volunteer spirit and effort of Bedford residents.

Private organizations offering recreational programs for Bedford youth include Bedford Babe Ruth Baseball and Softball, Lexington/Bedford Pop Warner Football, Bedford Youth Lacrosse, Bedford Travel Basketball, and Lexington/Bedford Youth Hockey. Bedford Recreation works with these private organizations to understand their field and gym requirements, schedule the fields, permit the field use, and develop forward looking infrastructure requirements. The Recreation Department offers guidance to these programs based on years of programming experience. Interaction with these organizations, as well as ongoing communication with families involved with the Recreation programs, enables the Recreation Department to understand the ever changing needs of the Town. This connection

# HUMAN SERVICES

## Recreation

with the families of Bedford is a true partnership.

### **EMPLOYEE STATISTICS**

Full-Time: 1\*

\*Additional Full-Time and Part-Time Staff funded by Recreation Revolving Fund (program fees)

### **FY21 HIGHLIGHTS**

The Recreation Department navigated the challenges of Covid as did the rest of the world. Some programs were suspended while others were held with many modifications. Some of the modified programs and activities transitioned to a virtual format while others took place in person.

Specifically, during Summer 2020, Summer Adventures took place with approximately 65% typical enrollment. Kids' Club school age child care took place with reduced enrollment as well. These were both in person programs. Of note is the fact that Springs Brook Park did not operate during Summer 2020.

During Fall 2020, Kids' Club provided care to children, again with reduced enrollment. For the first time in its twenty-seven years of operation, staff became classroom facilitators, managing children's unique online class schedules and providing support for the children's academics.

Also, during Fall 2020, some core programs returned to "in person," and one of those programs was soccer for elementary and middle school aged children. Participation was strong.

Reception of virtual programs offered throughout the year was varied.

Throughout the pandemic, staff incorporated Covid protocol and safety measures to ensure that the programs would be as safe as possible.



### **FY22 PROJECTIONS**

The Recreation Department will continue to evaluate program offerings to ensure that the community's needs and desires are met to the greatest extent possible.

- The Recreation Department will explore options to meet space needs.

The Recreation Department will evaluate and redesign as necessary the Springs Brook Park operating model to best meet the needs of the community. The Recreation Department looks forward to involvement with the residents of Bedford in FY22. Those interested in teaching programs, coaching or volunteering for the Recreation Department should contact the Recreation Office at 781-275-1392.

# HUMAN SERVICES

## Youth and Family Services

**Heidi Porter, Director of Health and Human Services**

**Marge Heckman, Youth and Family Services Committee Chair**

### **PURPOSE**

Bedford Youth and Family Services (YFS) is committed to identify the social, emotional and developmental needs of children, youth, adults and families in Bedford and through programs, services, outreach and support, strive to meet those needs. YFS is a division of the Health and Human Services Department (HHS), formed in FY20, in conjunction with the Health Department and the Council on Aging.

In executing its mission, YFS provides supportive counseling, community education, prevention resources, social service outreach, youth empowerment and healthy community programming and wellness outreach. YFS staff work closely with schools, police, other town departments, community agencies and citizen groups. We envision a town committed to the well-being and safety of children, youth, and families; a town that promotes community awareness of healthy lifestyles; and a community where these commitments are demonstrated in policies and actions.

The Department continues to promote inclusiveness, diversity, and cultural competence in both our individual and programmatic dealings. The 9-member Youth and Family Services Committee, which typically meets 5 times annually, provides advice to the Department on programs and services that identify and address the social, emotional, and developmental needs of children, youth, adults and families in Bedford. In FY21, due to COVID-19 interruptions, the YFS Committee met virtually.

### **EMPLOYEE STATISTICS**

Under the Supervision of the Director of Health and Human Services

Full Time Employees: 3

Veterans' District Shared Employees: 2

### **FY21 HIGHLIGHTS**

#### **Veterans' Services**

This year marked the eighth year of providing Veterans Services for Bedford residents as part of a district with the Town of Lexington and the second year expanding services to the Town of Carlisle. The mission of the Lexington -Bedford-Carlisle Veterans' Services' District is to support veterans and their families in need of service and provide information and access to services for which they are eligible under the law. The district has a full-time Director and part-time Veterans Services Officer (VSO). At the start of FY21, the Veterans Services Office was still providing services remotely due to the COVID-19 pandemic. Both the District Director and Bedford VSO remained available via cellphone and email during normal business hours to ensure residents continued to receive the benefits they were entitled to. In September of 2020, the office reopened with COVID-19 restrictions in place to ensure the safety of our residents and staff, and Veterans Services was able to offer in-person appointments in accordance with protocols set forth by the Town.

Over the last year, Bedford Veterans Services averaged a monthly clientele of 30 veterans and/or dependents, focusing on the distribution of financial assistance under Massachusetts General Laws M.G.L. Chapter 115. This program has been crucial during the pandemic, particularly for those facing unemployment. Additionally, the Bedford VSO offered guidance to those eligible with filing for unemployment assistance, relocation assistance, and advocacy during VA and Mass DVS Appeal Hearings.

In addition to the State benefits that the district offers to local veterans and their families, another priority is to assist with Federal benefits, particularly those through the Department of Veterans Affairs.



# HUMAN SERVICES

## Youth and Family Services

Over 15 Federal Claims were prepared and submitted during FY21 for Bedford Veterans. These applications included Disability Compensation, Veterans' Pensions, and Survivors' Pensions, along with those needing support due to a housebound status or permanent need for regular aid and attendance.

Due to the on-going need for social distancing, Veterans Day and Memorial Day were conducted with virtual events in collaboration with the Patriotic Celebrations Committee. The Veterans Office will continue to collaborate with the Patriotic Celebrations Committee for future events and programs while adhering to all safety precautions necessary as we continue to navigate through the COVID-19 pandemic.

The District remains committed to collaboration with Federal, State and local agencies such as the Department of Veterans Affairs, Minuteman Senior Services, and Mass Hire to provide information and referrals that span a wide range of additional services to support veterans and their families. The Bedford VSO provided several presentations both virtually and in-person to multiple agencies including speaking at the Bedford VA Medical Center's Domiciliary Program and the Community Roundtable Forum. Additionally, the District Director and VSO participated in weekly virtual meetings with the Massachusetts Department of Veterans Services and the Massachusetts Veterans' Services Association in order to provide the most up-to-date guidance regarding veterans' services.

### Outreach Services and Community Partnerships

HHS Services hosted several speakers this year that covered a variety of topics. In addition, YFS was a participant in multiple community-based initiatives.

Resilience Required: COVID-19 and Teen/

Tween Mental Health was a webinar presented in November 2020 by John Mattleman. The presentation informed parents how to navigate their children's mental health the upcoming school year during the COVID-19 pandemic.

QPR: How Anyone Can Question, Persuade, and Refer Someone Considering Suicide presented by John Mattleman in March 2021 gave an evidence-based training for adults on how to handle someone who is in crisis.

Rachel Kramer PH.D gave a series of presentations Spring Ahead! Parenting Support Sessions in March – April 2021. Dr. Kramer presented 3 different topics over 3 weeks including Building Skills for Managing Big Emotions, Supporting Emotional Well-Being for Tweens and Teens, and Pandemic Parenting One Year In: Supporting Social Development and Combating Social Atrophy. Lynne Lyons, LICSW presented "Now What? Helping Families Manage Emotions During Uncertain times" April and May 2021, two separate sessions including one for parents of high school students and the other for parents of pre-k to eighth grade students.

YFS continued to be an active participant in the At-Risk Meetings, Violence Prevention Committee and Bedford Community Partnership.

HHS successfully hosted their first Social Work Intern from September 2020 to April 2021. Through a collaboration with YFS and COA the Social Work Intern was able to assist in implementing programing and direct services for residents across the age spectrum. Through a CHNA-15 grant the COA and YFS implemented a monthly Career Boot Camp for individuals who were seeking to change careers, acquire effective job searching skills, and learn best practices to obtain employment. This no-cost program was facilitated by Professional Certified Coach

# HUMAN SERVICES

## Youth and Family Services

Kelley Dadah, CPRW, PCC of KMD Career Solutions, LLC

### Healthy Bedford

The Town of Bedford/Healthy Bedford continues to partner with Massachusetts Department of Transportation's Safe Routes to School (SRTS) Program for Davis, Lane, and John Glenn Middle School.

The 15-member Healthy Bedford Task Force continued to meet virtually, and for the third year promoted Active Transit Spring with stakeholders in order promote and highlight active transportation in Bedford. Due to social distancing restrictions and schools closing, our focus this year was on highlighting active transportation and wellness resources in Town so that residents could continue to benefit from outdoor physical activities and recreation. The Town Pedestrian and Bicycle Master Plan, completed in 2015, continues guide many infrastructure and non-infrastructure improvements.

In August 2020, the town of Bedford was awarded \$62,666 in Shared Streets grant funding from the Massachusetts Department of Transportation to support projects that promote public health, safe mobility and renewed commerce. This project was spearheaded by the Healthy Bedford Task Force, in collaboration with several town departments, committees and local Bedford businesses.

As the COVID-19 pandemic highlighted some existing needs and created new ones the projects were intended to maximize opportunities for residents and visitors alike to take advantage of town resources including enhanced outdoor dining and other commercial, recreational, biking and pedestrian facilities while supporting the recovery efforts of local businesses.

As part of this initiative, The Town of Bedford:

Installed a temporary parklet with seating at the intersection of The Great Road and Fletcher Road.

Provided pop-up public gathering spaces at the Bedford Marketplace and on the Town Common, with a variety of tables, chairs and lawn games, along with hand sanitizing stations, Pedestrian signal near the Narrow-Gauge Rail Trail at Pine Hill Road and one on Concord Road near Davis School.

The provision of temporary infrastructure to the Lane School neighborhood to promote and expand the Safe Routes to School program including safe walking and biking lanes and traffic calming measures

Installed covered bike rack at John Glenn Middle School.

Continuing initiatives include promoting the Park and Pedal program, supporting the Healthy Dining program and the community garden project, and continuing to build newer initiatives such as pop-up parklets via public seating at Memorial Park, the Bicycle Lending Library and continued plans for the annual Lane School Bike Rodeo when health conditions allow.

We continue to use the Healthy Bedford webpage to promote healthy lifestyles along with health and wellness resources for families to address high Body Mass Index (BMI) rates, especially in children, and the promotion of related initiatives in conjunction with the Board of Health. This webpage also incorporates the SRTS initiative begun twelve years ago. Healthy Bedford also maintains an active Facebook page, which promotes resources on Health, Wellness, Active Living topics, as well as Mental Health programming, and recently COVID-19 related resources.

In collaboration with the Health Department, Bedford Public Schools, Police, Transportation



# HUMAN SERVICES

## Youth and Family Services

Advisory Committee, and Bicycle Advisory Committee, SRTS programming includes designated days for students to walk or bike to school as well as on-site bicycle and pedestrian safety training at the two elementary schools. All eligible Bedford schools have signed on to SRTS – Lane, Davis, and John Glenn Middle School - and promoted events this past year. The Healthy Bedford Coordinator has worked with all three eligible schools to enhance their SRTS programming and to facilitate infrastructure improvements including the recent addition of a covered bicycle rack at John Glenn Middle School, and additional bike racks at Davis School.

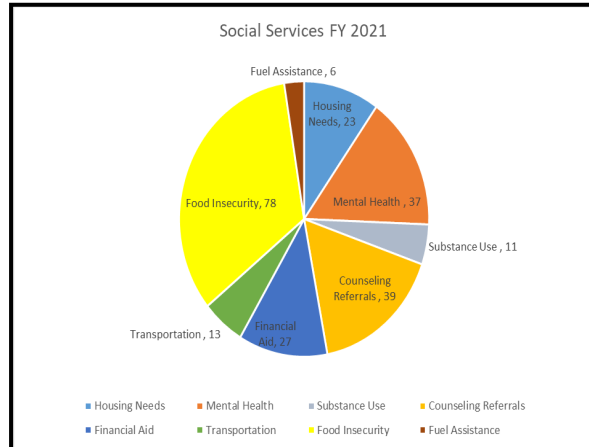
The Town of Bedford, (along with the Towns of Concord and Carlisle) was awarded a Collaborative Grant from Massachusetts Department of Public Health, Community Health Network Area 15 (CHNA15) to create a Community-Wide Youth Vaping Prevention Program in 2020. The focus for this project is to work with the Public Health Directors and the six public middle and high schools in Bedford, Carlisle and Concord, including Shawsheen Valley Technical High School, to implement a comprehensive youth and parent vaping education initiative. Due to the restrictions and public health guidance, the in 2021 the program was primarily educational outreach and continuing to stay abreast of trends. A vaping education flyer was developed by Public Health interns and sent home in Back-to-School Packets.

Social Work services were available to residents in need who are facing a variety of issues including but not limited to accessing mental health services, financial aid, housing supports, food insecurity, transportation needs, domestic violence resources and substance addiction supports. Taking an empathetic and client centered approach, residents are individually assessed to identify what their needs are and are guided to appropriate resources. Residents who seek

social work services have intersectional issues, for example, a resident who is in need to access the food bank may also be struggling to access mental health supports and/or resources to obtain more affordable housing. Any resident who reaches out for social work service support will be heard and can work collaboratively with the YFS staff to help attain their goals. COVID-19 continued to exacerbate the need for social services this year and there was a significant increase in need for resources compared to FY20.

### Community Needs / Barriers Addressed

The Community Social Worker had contact with 164 households during FY21.



**The top areas of need for Bedford Residents who contacted YFS included food insecurity, mental health resources, financial aid needs and housing resources.**

### Food Insecurity

Food Insecurity has been the largest area of need addressed by YFS over the past year. The Town of Bedford has access to robust services to meet this increased need including The Bedford Food Bank, SNAP Outreach Partnership, The Salvation Army, and donated gift cards.

The Supplemental Nutritional Assistance Program (SNAP) Outreach Partner Reimbursement Project launched in January 2021 to partner with The Department of

# HUMAN SERVICES

## Youth and Family Services

Transitional Assistance and University of Massachusetts Medical School to increase the number of participants in SNAP. The Town of Bedford receives reimbursement for hours dedicated to signing up residents for SNAP and outreach projects. The Town Social Workers have placed signage in front of the Police Station and DPW to promote the SNAP program. Since the start of the program the Town Social Workers have signed up 18 households for the SNAP program.

The Town and the Bedford Community table and Pantry (a 501c3 non-profit organization) worked together to establish a direct relationship with the Greater Boston Food Bank, formalized in January 2021. This enabled direct access to free and low-cost healthy and nutritious food and personal items offered by that organization. The Bedford Food Bank orders and receives about 14,000 pounds of food from Greater Boston Food Bank each month.

There were other partnerships, both new and expanded: Gaining Ground of Concord for fresh produce, the Acton Food Pantry for transportation services (food pick up from Boston), and food donations from Chip-In Farm and Flatbread Co., both of Bedford, and FoodLink of Arlington.

The Food Bank storage and distribution location was shifted to the Town Center in August 2020, as the middle school prepared for a return to classes. In early FY21, the Food Bank also supported the Bedford Public Schools by offering items to be included in the lunch program, and also provided household non-perishable bags for families in need.

Healthy Bedford assisted in the application and subsequent award for the Community Health Network Alliance (CHNA15) COVID-19 Response Grant for \$5,000 that was utilized by the Town Emergency Food Bank program.

Community Emergency Response Team

(CERT) Volunteers, along with Bedford residents, High School students and town staff were integral in execution of our Drive Thru food service program. They were also assisted by students from the LABBB Collaborative and the Colebrook High School [www.casecollaborative.org/colebrook-high-school](http://www.casecollaborative.org/colebrook-high-school) looking for inclusive work and social experience.

The town Social Workers and volunteer delivery drivers coordinated weekly home deliveries to residents who have been identified as unable to attend the Food Bank due to disability, caregiving responsibility, lack of transportation, or work schedule. The home deliveries serve a wide variety of residents including veterans, families, elderly, and homeless individuals rooming at the local hotel and motel. Deliveries are provided to 35 households a week on average.

There are currently 5 volunteer delivery drivers who assist every week.

In FY21, the Bedford Food Bank served an average of 100 households per week and provided between 35 and 40 pounds of fresh produce, eggs, cheese, meat, fish, bread and pantry staples per household per week. Offered items also include household cleaning products, hand sanitizer, paper products, masks, light bulbs and other necessities as available. A client survey was conducted which indicated that residents wanted more fresh produce, dairy and meat, and the Food Bank staff have continued to build our partnerships to meet those needs and provide more fresh items and fewer dry goods. Through the generosity of Millipore/Sigma, Barrett Sotheby's and Whole Foods we were also able to provide a robust Thanksgiving distribution where each household received a turkey, a 5-pound bag of potatoes, stuffing, ½ gallon of cider, fresh rolls, fresh squash, cranberry sauce, gravy, frozen peas, butter and a large pumpkin pie in an insulated bag. We also received and distributed donated gift

## HUMAN SERVICES

### Youth and Family Services

cards (CVS, Stop & Shop) and local area restaurants from local businesses, including the Bedford Rotary. A fundraiser promoted by Bedford Embraces Diversity provided household cleaning supplies and personal care items to be included in our distribution bundles.

The Food Bank also partnered with The Bedford Cultural Council (BCC)/Arts and Crafts Society who made homemade hats and scarves, along with handmade cards to give out to patrons of the food bank service. In addition, the BCC funded a "Cooking with Pantry Staples" booklet which is given out to each household when they first access the Food Bank service.

#### **Mental Health**

Mental Health Support for residents has been available through the YFS office. The Social Worker has been able to act as a bridge to connect individuals to appropriate mental health services. In the short term the Social Worker can plan with the resident to maintain safety and to ensure that they are fully aware to crisis and emergency services. Connections are made with residents who are at higher risk and can benefit from check-ins performed by the Community Social Worker.

Parents have contacted the YFS office seeking services for their children and have been referred to the most appropriate services based upon their need some examples including outpatient counseling, in-home therapy, therapeutic mentoring, steps for filing a Child Requiring Assistance in court (CRA), substance use treatment, and guidance for hospitalization.

YFS is an active participant in the Town At-Risk meeting whose purpose is to support residents identified as high risk and in need of service and support from many collaborators - Health and Human Services, Fire, Police, Council on Aging, Eliot Community Human Services (Eliot), and Domestic Violence Services

Network (DVSN).

Counseling Services provided by Eliot have continued to be available to all Bedford residents with this year marking the 31<sup>st</sup> successful year of collaboration. Services were provided by five master's level, licensed and trained clinicians at the Eliot offices in Concord and via online visits. Counseling is available to all Bedford residents to treat a wide range of issues and a co-pay is not charged. Insurance is also not a barrier to the service and the Community Social Worker is available to assist anyone struggling with lack of insurance. In FY21 counseling services were provided to 166 different Bedford residents. For each of those Bedford residents served, Eliot's clinical staff provided 2,533 sessions over a total of 2,205 hours.

The Interface Referral Helpline which is a service of Williams James College went live for Bedford Residents on July 1<sup>st</sup>, 2020. The service assists Bedford residents and families with children attending Bedford Public Schools in connecting to mental health providers and takes into consideration their needs, location, preferences for providers, and health insurance.

Domestic Violence situations were assessed for residents and referred for appropriate services. YFS works collaboratively with DVSN and Bedford Police to support survivors of domestic violence.

Substance use issues were assessed and referred for appropriate levels of treatment. Referrals ranged from local support groups such as AA, NA, Al-Anon and Smart Recovery to medication assisted treatment, individual counseling, and/or inpatient treatments.

#### **Financial Relief and Resources for Residents in Need**

There is an array of services and supports that have been provided for residents this year to help address low-income barriers.

## HUMAN SERVICES

### Youth and Family Services

Diaper and Personal Item Bank was established in July 2020 and to date has distributed over 1,400 packages of diapers and baby wipes to residents in need. In addition, over 300 packages of feminine items have also been distributed. Residents can access items through the weekly food bank or the YFS Office. The Diaper and Personal Item Bank has been supplied through community donations including over \$2,000 in monetary donations over the past year. The Town of Bedford has a partnership with Cradles to Crayons, a non-profit organization that supplies the Diaper Bank with diapers and baby wipes free of charge, every month. An Amazon Wishlist has been created for any resident who wants to donate.

Following outreach from various donors, the YFS Holiday Gift Card Program was implemented this year to address the increased need of families struggling through COVID-19 and a decrease in income. YFS received gift card donations for provision to families in need. Donors included Bedford Santa, Bedford Rotary Club, Brookline Bank, and Bedford Residents. YFS was able to distribute Target, Walmart and Amazon Gift cards to 95 Bedford families to be able to purchase holiday gifts.

In addition, YFS was able to assist the Bedford Fire Department in distributing gifts from their toy drive to 29 identified children in need.

Winter Coats in brand new condition were donated by Cradles to Crayons and The Neighbor Bigrade. YFS was able to distribute them to over 45 households in need of winter clothing. As a result of donations, financial assistance and gift cards were provided to residents in crisis. This year YFS provided financial aid to assist with the purchase of school supplies, car repairs, prescriptions, housing assistance, baby formula, cleaning supplies, and lodging for temporary respite from homelessness. Over \$1,500 in donated gift cards were distributed to households in need.

Fuel Assistance was provided to residents in need for funds for heating their homes. Residents were able to meet with the town Social Worker to fill out an application and gather the necessary paperwork to send into the managing non-profit Community Teamwork located in Lowell. Residents once approved received a credit to their identified fuel provider.

B2 Life Program was a program provided by MassHire for residents of Bedford and Burlington looking for education to start a career in the health field or life sciences. Bedford residents were eligible for up to \$8,000 for training and then upon completion of their education work with MassHire to find employment.

MassHealth assistance including applying, navigating or troubleshooting is a service that has been essential for ensuring residents can access health and mental health services. Residents have been connected with appropriate MassHealth plans and assistance provided with identifying participating healthcare providers.

Transportation was available for residents to essential appointments/needs such as medical visits, mental health supports, court, grocery shopping, and community activities provided by The Bedford RedCab funded through a Lahey Hospital/CHNA-15 grant. The grant was able provide 86 round trips for residents lacking transportation and while the BLT was suspended due to COVID-19.

Project Ezra through Temple Isaiah in Lexington provided and delivered holiday meals for families who were in need. 57 households received a hot holiday meal on Christmas Eve thanks to the dedicated volunteers of Project Ezra.

Beacon Santa assisted families who could not afford holiday gifts for their children. YFS was



## HUMAN SERVICES

### Youth and Family Services

able to assist 21 families with signing up for the program.

Salvation Army has partnered with the Town Social Workers in order to be able to distribute vouchers for Market and Stop & Shop. In addition, residents have access through the Social Workers to the Salvation Army's Good Neighbor Energy Fund for heating and utility assistance.

#### **Housing**

Rental Assistance was provided to residents who had fallen behind on their rent through the RAFT program run by Metro Housing Boston. The Community Social Worker assisted 12 households with RAFT applications throughout the year to prevent future eviction and/or utility shut offs.

Public Housing, Section-8 and Affordable Housing Application assistance was given to residents who needed to find housing that they could afford. The Community Social Worker helped residents to find available housing opportunities as well as guided residents with filling out the Common Housing Application for Massachusetts Public Housing (CHAMP) and application for Section-8 Voucher.

Homelessness was addressed by assessing an individual's/family's situation and available supports. Individuals/families struggling with being homeless were assisted by providing them resources on a case-by-case basis. People who were homeless due to domestic violence were referred to the Department of Transitional Assistance Domestic Violence unit for housing and emergency shelter supports.

Legal Representation for low-income individuals was provided by MetroWest Legal Services and was referred as needed for residents.

#### **FY22 PROJECTIONS**

The Youth Social Worker position is anticipated to filled in early FY22, just in time



for the start of the school year. The Youth Social Worker will work exclusively with Bedford residents and BPS students 18 and under in order to provide essential resources and services.

The Social Work Internship Program is going to continue with two new students starting in September 2021 and continuing through May 2022. The Social Work interns will assist the Town Social Workers and gain experience

## HUMAN SERVICES

### Youth and Family Services

serving residents in both the YFS and COA departments.

Eliot hired a new full time Outpatient Counselor and Eliot is now able to provide 46 hours of clinical services a week for residents. YFS will work with Eliot to create a short-term drop-in program for counseling in order to keep the waitlist for counseling to a minimum while also addressing the immediate mental health needs of residents.

Volunteer Match Program has replaced the Job Match program. Youth and Adults can sign up to become volunteers through the YFS website and are offered volunteer opportunities as they arise in the community. In FY22, the Volunteer Match Program will continue to grow its roster, adjust, and better anticipate the volunteer needs in the community.

Continued collaboration with the At-Risk Task Force to assess the need of vulnerable residents and identify appropriate resources.

Work with the Schools and Recreation Department on enhanced outreach to all new residents and families in Bedford to ensure new residents are aware of the varied education, recreation and social service offerings the town has available to promote engagement and a sense of community while reducing isolation.

Work with Town Management and Facilities to evaluate space needs for our current and anticipated expanded supportive programming.



## DEPARTMENT OF PUBLIC WORKS

**David Manugian, Director**

Contract Employee 0.45

### **PURPOSE**

The mission of the Department of Public Works (DPW) is to provide high quality essential municipal services to the residents, businesses, and visitors to Bedford in an efficient and cost effective manner. The DPW is responsible for supervising the design and construction of non-building capital infrastructure in the Town. The Grounds Division performs interments and maintains 21 acres at two Town cemeteries in addition to the complete maintenance of 130 acres of athletic fields and parkland. The Highway Division maintains the quality and drivability of the Town's 82 miles of paved roads and their drainage systems as well as 32 miles of sidewalks and bikeways. The Mechanical Division maintains and repairs most of the Town's 151 vehicles and equipment pieces. The Water/ Sewer Divisions oversee the day-to-day operations and maintenance of the Town's 80 miles of water mains, 5,200 water service connections, approximately 4,500 sewer service connections, and 800 fire hydrants. The refuse and recycling program provides trash and recycling collection to approximately 4,500 residences as well as yard waste pickup, bulk, white good pickup, and special collection events. DPW also provides engineering services to other Town departments and typically provides labor and support for local events such as Pole Capping, Memorial Day, Fourth of July, Bedford Day, Veterans Day, summer concerts and holiday tree lighting.

### **EMPLOYEE STATISTICS**

Full-Time Administration & Engineering: 13.6

Full-Time Grounds: 8.0

Full-Time Highway: 7.0

Full-Time Mechanical: 4.0

Full-Time Sewer: 5.0

Full-Time Water: 4.0

Full-Time Equivalent Seasonal Labor: 1.5

Full-Time Equivalent Seasonal Administrative  
0.3

### **FY21 HIGHLIGHTS**

#### **Administration**

Administration supports all divisions within Public Works, including staffing for recycling events and department wide events. Being in-the-know for all projects and activities among other divisions so as to support all Bedford citizens is primary to our functions. In most cases Administrative staff act as the front-end service for all residents of Bedford. Communication through our website and other media has increased significantly due to COVID-19 measures and building closures.

COVID-19 for a major portion of the fiscal year significantly affected Public Works Administration operations. We implemented the online fillable permit forms and email setup along with the new fee structure for many types of permit applications, so that residents and developers could continue their application process without having to physically be in the DPW office. Communication mailers regarding the new water meters and leak detection and prevention was sent out to all residents of Bedford.

A major software upgrade for water / sewer billing was implemented and adopted by staff. In FY2021, we were able to increase efficiency with the billing process as most water meters were changed out. This included providing customized reports for residents when their water consumption is high.

PPE purchases for staff and following all safety guidelines was an important task to take on. From installing wall thermometers and signage at entrances, sanitizers and PPE for all staff to setting up new time card punch machines at various municipal locations so that staff can utilize multiple base stations and to ensure health and safety of all employees and staff.

## DEPARTMENT OF PUBLIC WORKS

Staff continued to work closely with the Town Manager's Office and the Board of Health to implement safety precautions such as closing playgrounds and parks, and support setup of the Food bank at the middle school. Staff worked with the Economic Development Director to provide safety barriers for expanded outdoor dining at four restaurants in town. Public Works also worked closely with the Facilities Department and others to have socially distanced town meetings.



Installing Outdoor Seating Safety Barriers

In September, 2020 The Department saw the retirement of long-time employee Charlie Valente. Charlie was a foreman in our Mechanics division as well as helped with the Highway Division on various tasks. He had been with the Department since 1990.

DPW continued to work closely with multiple Boards and Committees over the course of the year including Select Board, Planning Board, Fields Partnership Committee, Transportation Advisory Committee, Conservation Commission, Trails Committee, Arbor Resources Committee, and Depot Park Advisory Committee.

### Engineering

In FY21 the Engineering Division oversaw the completion of the Fawn Lake dredging and dam replacement, construction of a bus shelter on Loomis Street, temporary traffic/ walkway relocations near the Lane School, and completion of the Municipal Vulnerability Preparedness grant. It also continued to support the other DPW Divisions and Town Committees with environmental permitting,

plans and specifications for construction projects, new paving techniques and water quality sampling.



Fawn Lake Improvements

FY21 was the third year of the EPA's Stormwater Permit, requiring cities and towns to implement regulations, provide pertinent public education, evaluate municipal facilities and sampling of stormwater outlets.

### Highway

The Highway Division is responsible for the maintenance and improvements to the Towns infrastructure. Integral functions of the division include snow and ice removal, pavement management, drainage system maintenance, pavement markings, traffic signal maintenance, street sweeping, catch basin cleaning and sidewalk repairs.

As part of the FY21 Pavement Management program, Wildwood Drive, Beverly Road, Dana Road and Dutton Lane were reconstructed. This required restoring 2.8 miles of roadway edges using loam from our yard waste composting efforts. The division utilized a mill and overlay process to rehabilitate part of Springs Road and North Road as well as a Cold in Place recycling process to rehabilitate Page Road. It also utilized a Micro Paving process to preserve and extend the life of Concord Road, North Road and part of Page Road. The Pavement Condition Index (PCI), for town roadways is currently 68 which is a 2.5 point decrease over the last 2 years. The decrease is attributed to the reduced amount of

## DEPARTMENT OF PUBLIC WORKS

reconstruction work due to the pandemic. We will continue to work to improve this number by implementing new pavement surface treatments along with our current resurfacing and reconstruction methods. In several areas, excess pavement was removed and restored to a permeable surface to improve Town drainage and water quality.

The Highway Division, working with PJ Keating replaced approximately 825 feet of failing corrugated steel drain line ahead of the 2021 paving. The Highway Division shimmed 56 manholes with rubberized asphalt filler that works to level off raised manholes, greatly reducing damage to plows and equipment during snow removal operations. It was a slightly above average winter for this part of the country, with the DPW responding to 21 snow and ice events, 3 of which were multiple day events. The storm on February 18<sup>th</sup> and 19<sup>th</sup> was especially challenging and required the DPW crew to work extreme hours as light snow fell nonstop for a two-day period. Although snowfall only totaled 5", the roads required constant monitoring as the duration of the snow lasted 39 hours. Total snowfall totals for the year measured 63.5 inches.

### **Mechanical**

FY21, the Mechanical Division continues to recycle tires, parts cleaner and waste oil which have beneficial reuse. This division continues to place great emphasis on preventative maintenance which has been improved by utilizing our preventative maintenance schedule. This also allows us to better plan our daily work and helps to eliminate unnecessary service related work saving Town resources. The Mechanical Division continues to focus on inventory management along with equipment uniformity. As of this year all of our salt spreaders are from the same manufacturer. This simplifies repairs as our mechanics have fewer different types of equipment to familiarize themselves with making repairs quicker and easier. It also reduces the number of wear parts that it needs to have on hand reducing the need for excess inventory.

### **Sewer**

As in previous years, during FY21 the sewer division evaluated the reliability of the Town's 30 pumping stations and 85 miles of collection system infrastructure. This evaluation included the cleaning and inspection of 35,400 linear feet of sewer gravity mains. In addition, a flow assessment of 18,820 linear feet of gravity mains was inspected, and a physical survey of 200 sewer manholes throughout the system was completed. In FY21, the sewer station rehabilitation project for Parker Road is was put on hold due to COVID-19-19. A sewer SCADA monitoring system was installed at 7 sewer pump stations throughout town. SCADA monitoring provides secure networking to allow operators to view and troubleshoot station alarms in real-time.

The Sewer Division continues to operate and maintain the pumping and control equipment for the recreational pond and spray features at Springs Brook Park. In FY21 new analyzers were installed to monitor temperature, pH, and chlorine levels at a pond and spray park. Analyzers are integrated into the SCADA monitoring system.

### **Water**

In FY21 the Water Division completed its rehabilitation project at the Shawsheen Wellfield site. The project included the installation of a Wellfield perimeter fence along Shawsheen Road and a new roof at the Water Treatment annex. In addition, all three wells were inspected and cleaned. As in previous years the water division completed its bi-annual flushing program a total of 202 during the Spring and Fall.

The Water Division continues its water tank maintenance program with hired contractors Corr-Tech and Amstar. This is a 14-year contract for rehabilitation and ongoing repair/maintenance. The program takes care of safety, structural, sanitary, and coating requirements for all three tanks located in town. In FY21 the Reeves Road tank rehabilitation project was completed. The project included a water mixing system to circulate water in the tank for added water quality benefits.

## DEPARTMENT OF PUBLIC WORKS

### Grounds

In FY21 the Grounds Division completed approximately 713 work orders for the Cemetery and general town grounds. The work can be broken down as follows:

- 255 Field Related Work Orders
- 230 Cemetery related Work Orders
- 83 Tree Related Work Orders
- 110 Parks and Playground Work Orders
- 35 Flag maintenance and Lowering/raising Work Orders

In FY21 Grounds installed a new bike shelter at the John Glenn Middle School. The Grounds Division continued to make progress scoping out a preliminary cemetery expansion concept for discussion purposes. During COVID-19 the Department has seen significant activity at Shawsheen Cemetery, with 34 sales of lots and 63 burials.

### Refuse and Recycling

During FY21, Bedford saw increased tonnage with household trash collections as there were more residents' home during COVID-19-19. DPW is working on the initial stages of reducing processing and collection costs by diverting glass and textile through more sustainable methods. The compost center now hosts cardboard recycling and glass recycling containers. Residents of Bedford can take advantage of this service on all days that the Compost Center is open.

In FY21, DPW hosted their first household items collection event in an effort to encourage reuse / recycle. Staff worked with Volunteers to run the event successfully and are appreciative of the Boy Scout club and volunteer organizers Becky Mantz and Christine Speciale and their team. Many of the items will be utilized by Habitat for Humanity and local churches. Furniture, lamps, kitchen dishware and small appliances among others were dropped off by many residents.

Our fall and spring collection events were held along with safety precautions during the COVID-19 pandemic. Collection events included:

- Electronic Waste, Tires, Scrap metal on October 3<sup>rd</sup>, 2020 and on October 17<sup>th</sup> as there was pent-up demand.
- Paper shredding event on October 10<sup>th</sup>, 2020.
- Scrap metal and rigid plastics on May 8<sup>th</sup>, 2021. Paper shredding and rain barrel distribution on April 17<sup>th</sup>, 2021.

Our compost center continues to be of great service to residents- on days that it is open to the public we have anywhere between 60 to 200 vehicles driving through to drop off compost / tree branches or cardboard. The open days are supervised to prevent illegal dumping and ensuring only Bedford residents are utilizing the service.

Since the roll out of the automated recycling carts, we have identified a small need from residents when occasionally they have excess cardboard. Cardboard drop off has now been established at the compost center as a long-term solution for those occasions when residents can bring them.

The Compost center was also open to the public for storm cleanup days – In FY 21, we had Storm Isaias in August 2020 when the winds and rains snapped many tree limbs. Residents could take advantage of this location to drop off storm debris.

The Bedford chapter of Mothers Out Front worked with our Recycling Coordinator Ed McGrath to arrange for the curbside collection of food waste with Black Earth Compost. Black Earth supplied the cart and compostable bags. This is another waste diversion program to help reduce tonnage going into the incinerators and landfills. In FY21, we have about 290 properties that have signed up with Black earth. The direct cost for this promotion to DPW (using grant funds) is about \$1200 and the savings is equivalent to about \$15,000, because the diversion of food waste reduces the amount of trash. In 2020, 119,000 pounds of textiles were collected at the various containers around town. This is 39% higher than in 2019. In terms of tip fees at Covanta, we



## DEPARTMENT OF PUBLIC WORKS

avoided about \$4,500 in tip fees as well as collection fees from Republic Services with this diversion and also encouraged reuse, and more fees for collection.

Bulk item disposal and collection costs have increased at a much higher rate over the course of the last 3 years. The Select Board reviewed and approved a 'pay as you dispose' fee starting January 1, 2021. There are still some bulk items that are not charged to the resident for collection and disposal. All metal items, appliances, electronic waste and TV monitors are charged directly to the resident disposing off the item. A list of items is detailed on our website.

Along with updating the refuse and recycling webpages, several mailers and communications have been distributed to the Bedford community regarding many topics including compost center opening days/hours, latex paint disposals, bulk waste collection and disposal fee changes, information on food waste containers from black earth, yard waste collection dates in fall and spring and Christmas tree collection notices, and Holiday delays and non-delays etc.

Ed McGrath has worked passionately over the past six years to bring "joy and warmth" to residents of Bedford. He retired on June 30<sup>th</sup>, 2021 and plans to spend time with family.



Refuse/ Recycling Guru Ed McGrath

### **FY22 PROJECTIONS**

#### **Administration**

In FY22 DPW will focus on maintaining services regardless of the impact of COVID-19. It will

continue to provide more of its documents and services online. It is implementing quarterly water / sewer billing – transitioning during FY22. It is also looking at expanding food waste and glass diversion for residents in Bedford in fiscal year 2022. We are planning on utilizing the Compost Center for all future recycling events and expanding the purpose of the facility to accept recyclable materials like glass and cardboard.

#### **Engineering**

For FY22, the Engineering Division will develop plans and specification for water main improvements, sewer pump station upgrades, traffic calming and continue to assist the Trails Committee with trail maps and their on-going trail maintenance and expansion.

#### **Highway**

The Highway Division will continue to do a number of roadway, drainage, and sidewalk projects. The division is also planning to micro pave multiple roads as part of its program for additional pavement preservation.

#### **Mechanical**

The Mechanical Division will continue to reduce inventory and upgrade vehicles and pieces of equipment under its authority for replacement in FY21. The determination to replace these pieces is part of a three-step review process. An initial assessment identifies vehicles and equipment that may need replacing due to age, mileage, or condition. The second step utilizes the Town's VFasset management software to review the preliminary capital budget available for replacements. The third step is an inspection of each vehicle recommended for replacement.

#### **Sewer**

The completion of Parker Station is scheduled for FY22 with support from Weston and Sampson Engineers. More SCADA upgrades is expected to improve telecommunications and alarm management from Sewer Pump stations.

#### **Water**

In FY22 Water Division will begin work to retrofit a water quality station at the Pine Hill

## DEPARTMENT OF PUBLIC WORKS

Tank. We also hope to update our water distribution infrastructure with replacement work in a portion of the town.

### **Grounds**

The Grounds Division is working with the Arbor Resources Committee (BARC) to continue to plant trees through the Adopt-A-Tree program. The Grounds Division will also work with the Department to start the study process for the expansion of the Shawsheen Cemetery.

### **Refuse and Recycling**

Public Works plans to hire a new Refuse and Recycling Administrator by fall of 2021.

The major goals for FY22 will be the successful progress of the food waste diversion among residents of Bedford. New regulations regarding mattress recycling are anticipated in late fall of 2021 and the Town will need to work with its contractor to determine what kind of program it can provide.



# FACILITIES

## Taissir Alani, Director

The Facilities Department was established in 1997 to protect the capital investment made by residents of Bedford in their public facilities. The department plans and fulfills operating and maintenance requirements for approx. 785,000 Sqft of building space. Furthermore, it provides maintenance, custodial and construction management services in a cost-effective, customer-oriented manner while working to maintain a safe, efficient, and functional environment for all building occupants.

The department handles various aspects of the Facilities Management including: administration, building maintenance, custodial services, procurement, projects design & construction administration including the initiation of IFBs, RFPs and RFQs, energy and utilities, real estate leases and the Town and School buildings security access control systems.

The Administrative responsibilities include operating and capital budget management, purchasing, accounts payable, maintenance management system administration, energy management, and environmental and regulatory compliance. Many of these responsibilities require managing separate accounts to track both school and town operating and revolving fund expenses.

Maintenance activities include scheduled preventive maintenance and the routine and emergency repair of all building systems, weekend building checks and on call emergency response services.

Custodial Services include daily and periodic cleaning, integrated pest management, non-hazardous waste disposal, recycling, general safety/security and custodial coverage for special events.

Project management responsibilities include defining the scope of work for each capital project, procuring and managing design

services, reviewing design documents, the bidding of projects, construction contract management, and overall project management.



JGMS Classroom Painting Project

## EMPLOYEE STATISTICS

Town Funded: 8.25 FTEs  
School Funded: 27.75 FTEs

### *Building Statistics*

Town Buildings (17): 225,127 sq. ft.  
School Buildings (4): 559,907 sq. ft.  
Total: 785,034 sq. ft.

## FY21 HIGHLIGHTS:

### *Administration*

The Facilities Department continues to add assets and asset requirements to its Asset Management System in preparation of the upcoming Capital Projects process. Facilities also, in collaborative efforts with other Town Departments, continues to work on improving the Town's six (6) year capital improvement plan (CIP).

The Department Staff also share the responsibilities of all energy efficiency initiatives as well all utilities tracking and monitoring. Facilities Staff also develops a list of potential energy efficient projects as well as research and apply for State Green Communities energy grants.

The Facilities Department continues to look for ways to conserve energy use and cost. The John

## FACILITIES

Glenn Middle School, Lane and the High School cafeteria were retrofitted with new LED fixtures throughout the buildings. Facilities has developed its own 6-yr energy plan and identified those projects. Facilities has applied to the State DOER for a Green Community grant to do more energy efficiency projects. Furthermore, Facilities will introduce a 10 year energy plan to achieve the ENZ goals as established by the Select Board.

The COVID pandemic highlighted the value and tenacity of the Facilities Department. The Department facilitated a wide range of services for Town and School departments, including new cleaning protocols, creation of a call center, barrier installations, procured and provided PPE for the Town and school employees and students, implemented an enhanced ventilation system with more fresh air flow and increased the numbers of hours for the HVAC, procured and installed Air Purification systems, as well as MERV13 filters for HVAC units.

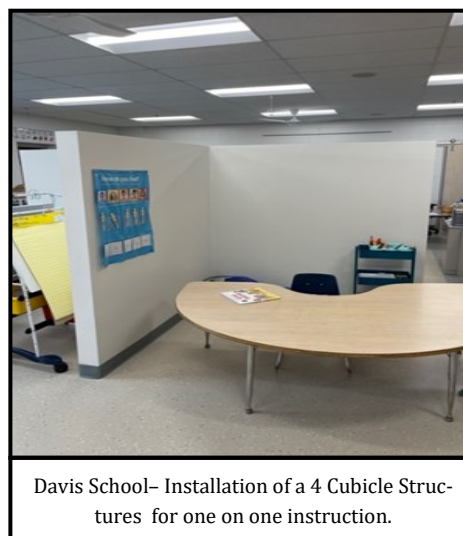
### ***Custodial***

This division implemented and adapted a new cleaning procedures for all buildings due to COVID 19. During of the summer break the school buildings were cleaned out to allow social distancing. Following the design for town buildings, that have no protracted period of non-use, certain tasks historically performed during the summer vacation period are now being performed during the winter and spring vacations. This has allowed an overall more effective use of time resulting in more effective annual cleaning of the buildings.

### ***Maintenance***

The Facilities Department uses a Computerized Maintenance Management System (CMMS) to manage regular requests for repairs (Work Orders) as well as for scheduled preventive maintenance. In an effort to be more efficient in completing work orders the maintenance division began working in buildings on a rotational basis; working in a building for an unspecified period of time to ensure work completion before moving onto the next

building. During the spring and summer of 2020 the entire maintenance staff was dedicated to retrofitting town and school spaces for the safe return of staff and students during the Covid19 pandemic. In addition the maintenance staff contributes considerable time and resources with various issues in relation to the Capital Projects listed below:



### ***Capital Projects:***

Facilities had a busy calendar/fiscal year performing and managing capital improvement projects.

The following is a partial list of some of the projects. Please note that some construction projects are design-bid-build; others could be a hybrid model where Facilities staff will take on certain aspects of the projects and some projects are 100% in-house such as schools painting, flooring, etc.

- Davis – Installation of a 4 Cubicle Structure to accommodate one on one instruction
- Davis - Door Installation to partition storage from classroom space
- JGMS - built and office in a classroom
- JGMS – Created a doorway between two Classrooms
- School Flooring projects at JGMS and Davis
- School Interior Painting Project at JGMS (30 classrooms)
- JGMS Renovation and Addition
- BHS Renovations

## FACILITIES

### ***Energy Management, Efficiency & Sustainability***

Facilities Dept. continues to seek ways to conserve on energy use. As the prices of the electricity and natural gas commodities are expected to rise in New England, more emphases is being put on saving energy. Maintenance calls which impact energy use are being addressed immediately. Buildings custodians have been reminded and trained to report any abnormal conditions. Through a combination of energy savings measures and mild weather, Facilities has had some substantial savings in the utilities budget. Furthermore, Facilities is currently purchasing electricity from a supplier with a 100% Green & Renewable option. A 10-year energy net zero plan is still being developed.

Furthermore, the Facilities Department was successful in securing a grant for a complete feasibility study and schematic design for a micro grid on campus (Town hall, Police, BPL, BHS, JGMS). This study started in early 2021 and is scheduled for completion in December 2021.

### **FY22 Planning** ***Administration***

Facilities will continue to build up its Asset Management System for capital projects and develop a 10-yr energy plan to meet the

mandate of the Select Board initiative for energy net Zero.

Facilities will plan, procure and bid some of the capital projects for the summer of 2020.

### ***Custodial***

The Custodial division will continue to improve the methodology in which buildings are cleaned. For the schools, the implementation of the new cleaning schedule will be modified as needed to during school vacation to maximize the efforts and attention to other areas during the "Summer Clean Up and Maintenance". Extra cleaning, sanitization and disinfecting have taken place during the remote learning months for schools as well as the Town buildings.

With the increase in use of buildings after hours due to paid and non-paid detail events staff will be evaluating the role the custodians will be taking in preparation, cleaning, and break down of these events.

### ***Maintenance***

The Facilities Department will continue to work to improve the completion percentage for preventive maintenance and repair work orders. Scheduled time-interval. The Maintenance division will continue to assist with the implementation of the 6-year capital projects plan.



JGMS Addition

# EDUCATION

## Bedford Public Schools

**Philip Conrad, Superintendent**

### A YEAR OF PERSEVERANCE

The continuation of the COVID-19 pandemic drastically changed the delivery of education in the Bedford Public Schools throughout the 2020-2021 school year. Collaboratively with the engagement of parents, teachers, administrators, community members, and in concert with elected town boards and town staff, the school department developed plans for educating the students of Bedford. At the request of the Massachusetts Department of Elementary and Secondary Education, we developed a comprehensive re-entry plan that included three models of education: all remote, hybrid, and fully in-person. Each of these models was utilized during the school year. Despite the challenges of COVID-19, the District, the Town and our families rallied and made the best of a very challenging situation. Students, families, and educators showed an incredible amount of flexibility, resilience, and grit throughout the year.

The Mission and Approach remained the same for the 2020-2021 school year while the district works on a new District improvement plan.

### Approach

To accomplish this, the District strives to address the needs of the whole child and of all enrolled children. The District provides a comprehensive curriculum that, in addition to core academics, is rich in art, music, health and fitness and technology education. Student-centered instruction focuses on developing independent learners, and it prioritizes inquiry and problem solving, collaborative work and engaging projects. Additionally, particularly at the secondary level, a wide array of sports and extracurricular activities provide opportunities for students to explore new experiences and pursue those interests about which they feel passionate.

Understanding that emotion drives learning and that our students' readiness to learn is impacted by their emotional health, the schools regularly address social emotional learning. Emphasizing hard work, tenacity, and overcoming obstacles, the schools encourage students to excel and achieve to the best of their abilities. Through regular education and special education, the schools provide a wide array of academic and social emotional supports to individual student.

Embracing the civic mission of public schools, the District integrates civic education, the importance of fairness, independent thinking and social responsibility. The schools work to support students' understanding of the commonalities that unite people of different backgrounds, beliefs and experiences, as well as, the richness that those differences add to our school community. Not only are attention to educational equity, closing opportunity gaps and enabling all students to succeed priorities, but they require the District to be a learning organization that constantly strives for continuous improvement.

### FY21 BUDGET AND IMPACT OF COVID-19

The FY21 operating budget of \$42,031,459 was approved under a reduced guideline in order to ensure funds were available for operating school during pandemic conditions. This was a joint strategy of the School Committee and Select Board and reductions were made across the Town in a highly uncertain fiscal environment.

Major Expense Category	FY21 Adjusted Budget	%
Salary	\$34,963,629	83%
Non-Salary	\$7,067,830	17 %
<b>Total</b>	<b>\$42,031,459</b>	<b>100%</b>

The base budget was approved in conjunction with a high level of Town reserves as a contingency for operating schools with remote, hybrid and in-person options for students and families, plus additional



# EDUCATION

## Bedford Public Schools

reserves for special education tuition. As expected, extraordinary resource levels were required to keep Bedford Public Schools open and moving forward during an exceptional year.

The base school budget of \$42 million, as shown below, was first supplemented by approximately \$1.6 million in federal relief funding that became available to Bedford throughout the year.

Only when all federal relief funding sources were fully obligated, a June Town reserve fund transfer of \$385,741 closed the gap. In total, \$2M dollars in additional resources were spent due to the pandemic in the 2020-21 school year.

Close collaboration and great responsiveness to changing fiscal conditions by Town and School officials enabled local financial resources to be conserved to the greatest extent possible. Ultimately, this flexible and proactive approach allowed the schools to operate throughout the year, continually bringing all students who elected to return, back to in-person learning. A difficult year ended positively for Bedford students, teachers and families.

The FY21 capital budget, developed in conjunction with the town departments as part of the six-year capital plan, was again a critical source of funding for teaching and learning. Key components of the school district's six-year planning included annual technology replacement, furniture, and equipment (FFE) replacement. The capital funds supported lifecycle-based replacements of technology and durable equipment. In FY21, the district used its capital allocation of \$573,700 to replace student and teacher devices in addition to network infrastructure and security. Additional Federal relief dollars (\$272K of the \$1.6M referenced above) were used to provide devices to all students and staff, as required for remote and hybrid instructional models. Capital funding for FFE of \$42,500 was used to replace durable furniture and equipment in schools.

## POPULATION

BEDFORD PUBLIC SCHOOLS DEMOGRAPHICS*				
	FY07	FY19 (2018-2019)	FY20 (2019-2020)	FY21 (2020-2021)
<b>Integrated Pre-school</b>	---	46	46	37
<b>Davis</b>	495	595	597	543
<b>Lane</b>	523	616	612	596
<b>JGMS</b>	517	574	593	614
<b>BHS</b>	750	832	841	809
<b>Total</b>	<b>2285</b>	<b>2664</b>	<b>2685</b>	<b>2599</b>
<b>Male</b>	1141	1363	1392	1533
<b>Female</b>	1144	1300	1297	1244
<b>Non-Binary</b>			0	2
<b>African-American</b>	5.6%	6.2%	6.5%	6.3%
<b>Latino</b>	3.1%	5.8%	6.7%	7.0%
<b>Asian</b>	8.3%	17.1%	18.5%	19.9%
<b>Mixed Race, Not Hispanic</b>	1.9%	5.5%	5.4%	6.0%
<b>Native American</b>	0.4%	0.0%	0.1%	0.0%
<b>Native Hawaiian, Pacific Island</b>	---	0.1%	0.0%	0.0%
<b>White</b>	80%	65.3%	62.8%	60.8%
<b>First Language Not English</b>	7.7%	18.2%	18.6%	18.6%
<b>English Language Learner</b>	1.4%	6.6%	5.8%	4.6%
<b>Special Education</b>	19.6%	16.6%	17.4%	17.2%
<b>Economically Disadvantaged</b>	5.9%	8.7%	9.3%	13.9%
<b>High Needs**</b>	---	31%	31.4%	33.1%

## EDUCATION

### Bedford Public Schools



**BHS Advisory celebrating Pride Week**

The make-up of our student body has grown in size and complexity during the past several years with significant changes over the past decade. In FY21, our total school population was 2,598, as compared to FY20's 2,689 and FY19's 2,663. The Bedford Public Schools has a uniquely diverse student population that is unusual for a suburban town. Our students come from Bedford, Boston and Hanscom Air Force Base (at Bedford High School). This combination creates a uniquely diverse community that allows our schools and classrooms to be relationship-focused while also being racially, culturally and linguistically diverse. Our FY21 student population was 60.8% white and 39.2% students of color. At home our students speak 52 languages.

### OPERATIONS

The Bedford Public Schools consist of two elementary schools, a middle school and a high school. In addition, the Bedford Public Schools is a member of three special education collaboratives (EDCO, CASE and LABBB). Collaboratives in Massachusetts are public organizations, made up of school districts working together to provide high quality, cost-effective, special education programs for students who need a more restrictive setting. Our schools presently house 3 LABBB classrooms and 3 CASE classrooms.

The day-to-day operation of the Bedford Public Schools is under the supervision of the Superintendent, Mr. Philip Conrad, with assistance from the Assistant Superintendent, Ms. Tricia Clifford Ed.D., the Director of Finance, Ms. Julie Kirrane, and the Director of Special Education, Ms. Marianne Vines M.Ed. The policy-making body for the Bedford Public Schools is the Bedford School Committee. The Bedford School Committee consists of five (5) elected members, for terms of three (3) years. Members of the FY21 Bedford School Committee were: Chairperson, Mr. Dan Brosgol; Vice-Chairperson, Ms. Sarah Scoville; Secretary, Mr. Brad Morrison; Members: Ms. Ann Guay and Ms. JoAnn Santiago.

The town of Bedford is one of the five founding members of the Shawsheen Valley Technical High School. The student body reflects the community's growing demographic complexity, which is further diversified by enrolling students from Hanscom Air Force Base, approximately 112 high school students, and from Boston, enrolling approximately 100 METCO students. The school system also offers an Integrated Pre-K special education program. On October 1, 2019 the enrollment of the Bedford Public Schools was 2,685 and with 454.60 (FTE) faculty and staff. On October 1, 2020



## EDUCATION

### Bedford Public Schools

we had 2,598 students enrolled and with 586.80 (FTE) Faculty and staff. It is important to note that during the school year, faculty and staff positions were added as we dealt with the effects of the COVID-19 pandemic.

The FTE increases over the past 10 years are primarily due to the creation of in-house special education programs, helping to reduce the out of district placements, and increasing enrollment beginning in 2012.

#### CLASS SIZE

2020-2021 CLASS SIZE				
	Students Per Class Guideline	Max # of Students Per Class Guideline	October 1, 2019 Average	October 1, 2020 Average
Kindergarten	18	20	18.0	16.0
Grade 1	20	22	22.0	18.2
Grade 2	20	22	22.0	19.6
Grade 3	22	25	21.6	21.2
Grade 4	22	25	22.1	21.1
Grade 5	22	25	23.1	22.0
Grades 6-8	23	25	18.3	20.5
Grades 9-12 Introductory and College Prep	18	20	17.27	18.1
Honors and High Honors/AP	22	25		

Bedford Public Schools endeavor to provide a well-rounded, balanced education that is child-centered. The curriculum of the schools aligns with the Massachusetts Curriculum Frameworks. To effectively meet the needs of each child and deliver our educational programs, we have established goals for maximum class size. Effective budget development enables us to move closer to our class size goals and significantly reduce the number of classes exceeding our guidelines.

The year began with an extraordinary ten days of professional development. These days, sanctioned by DESE, allowed teachers to prepare for the school year. We began the year with students divided into two cohorts. Cohort A came to school on Mondays and Thursdays, while Cohort B came to school on Tuesdays and Fridays. All students were remote on Wednesdays, receiving synchronous and asynchronous learning activities, continuing to meet the learning expectations as outlined by DESE for the 2020-2021 school year.

As the school year progressed we worked to bring additional students back to more in-person learning. We designated Cohorts for four days per week of in-person learning and a Cohort for five days of in-person learning. As 2020 turned into 2021, we planned for Cohort K (Kindergarten) to return to school for four days of in-person learning. This was followed by Cohorts for grades 1,2,3,4, and 5 returning for four days a week in March. In mid-March, educators were prioritized in Governor Baker's vaccination plan for the Commonwealth. Many teachers took the opportunity to get the COVID-19 vaccination, which also became available to students age 12

# EDUCATION

## Bedford Public Schools

and up later in the spring. Also in mid-March, all public schools were required to bring students back to in-person for five days per week. This requirement from DESE required additional planning which was done at the building level. In early April 2021, our elementary students were welcomed back five days a week. By late April, we had also welcomed back our secondary students in grades 6-12. The school year ended with vaccination clinics for students, ages 12 to 19, and the promise of improved COVID-19 conditions.

Throughout this pandemic year, all of our schools focused on Academic and Social/Emotional Interventions. Much of our academic intervention follows the Tiered Intervention model throughout the district, but the process of identifying students' needs, developing and implementing plans and assessing progress varies from school to school. The goal of this model is to effectively address students' challenges within the regular education program. Only when these efforts prove unsuccessful are students referred for special education evaluation. Tier I interventions take place within the general education classroom, a product of differentiated instruction. Tier II interventions supplement Tier I instruction, and may occur at Lane, e.g., in the WIN (What I Need) block, or at JGMS, through the Skill Center, or at the High School through the advisory or FLEX time. This approach provides targeted coaching from teachers.

In 2020-2021, our focus on student and staff well-being was led by our K-12 Counseling staff under the direction of our K-12 Director of Counseling. The Counseling department put on many virtual programs for faculty, staff, students, and families that dealt with all aspects of mental health, social and emotional learning, and the need for connection during an isolating period for many of us.

STUDENT ACHIEVEMENT DATA						
Year	2018-2019		2019-2020		2020-2021	
Average SAT Scores	Math: 620/ Evidence Based Writing and Reading: 604		Math: 629 / Evidence Based Writing and Reading: 622		Math: 617/Evidence Based Writing and Reading: 614	
Graduation Rate	95.1%		98.96%		98.92%	
Outcomes	Number	% of Students	Number	% of Students	Number	% of Students
2 Yr. College	21	10.55%	14	7.37%	21	11.4%
4 Yr. College	150	75.30%	155	81.58%	130	70.3%
Apprenticeship/Trade	4	2.00%	3	1.58%	4	2.2%
Employed	15	7.50%	7	3.68%	11	5.9%
Military	2	1.00%	n/a	n/a	6	3.2%
Year Off/Gap Year	4	2.00%	n/a	n/a	6	3.2%
Other Post-Secondary	3	2.00%	11	5.79%	7	3.8%
Total	199	100%	190	100%	185	100%

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Throughout the year the school department worked closely with all town departments to ensure the safety of our staff and students. The Town Manager's Office, The Bedford Department of Health and Human Services, Police Department, Fire Department, and the Department of Public Works were critical allies in this ongoing effort.

#### THE CONTINUING IMPACT OF COVID-19

The COVID-19 pandemic forced the cancelation or virtualization of many activities in our community. School events were no different. Each school had to cancel some events and others were done virtually. It was amazing to see the perseverance and creativity of so many people this school year despite the pandemic conditions. Here are some of the most memorable events that changed format and were a smashing success.

At the Davis School, "Davis Town" was offered through a combination of virtual and in-person events, while the second-grade concert, The Color Run, Bingo for Books, and our parent-teacher meetings were held virtually. At the Lane School, our Fifth Grade End of Year Celebration changed formats and most of our other events including concerts, back to school nights, and parent-teacher conferences were held virtually.

At the John Glenn Middle School, our trips to Washington, D.C., Sunday River, and Nature's Classroom were all cancelled. Our JGMS Musical, "You're A Good Man Charlie Brown," was presented virtually and our Eighth Grade Moving-On Ceremony was held in-person, on Sabourin Field.

At Bedford High School, we saw our international field trips postponed. Our back to school nights, family presentations, information nights, concerts, and student conferences, such as Women In Science, were held virtually. We also saw a virtual performance of "She Slays Dragons" and a film version of "Les Misérables." Graduation was adjusted and held outside on Sabourin Field with COVID-19 safety protocols in place. District-wide, School Committee meetings were held virtually, as were the Art Show, and the JGMS and BHS Tenacity Challenges.



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### STRATEGIC DISTRICT-WIDE GOALS AND ACCOMPLISHMENTS FOR 2020-2021

Despite the pandemic, the District did make progress on a number of our goals. Included below is a sample of the work done throughout the 2020 – 2021 school year.

#### Goal 1: Coherent Higher Order Thinking/Student Centered Instruction

Year three of our literacy initiative: Developing all students' ability to independently comprehend increasingly complex nonfiction text, research effectively and write persuasively

The BPS Literacy Plan is a joint effort among educators throughout the district to accomplish the five goals of the plan. There are action steps outlined under each of the goals. This work is overseen by the District's Literacy Committee, with members from each of the schools. The committee meets every six weeks to monitor the progress of the action steps, and to also listen, support and problem solve as a committee, all things literacy related. The five goals that make up the Literacy Plan are as follows:

- Goal 1: Vision/Leadership/Communication
- Goal 2: Assessment
- Goal 3: Intervention Process
- Goal 4: Core curriculum and Instruction
- Goal 5: Professional Development/Coaching

Goal 1: Vision/Leadership/Communication: An important action step under this goal was to make sure that the Literacy Plan was embedded in School Improvement Plans throughout the district. This yielded action steps being embedded in what each school did this year, which added consistency and importance to the plan. We also were able to make sure that funding for programs, including Units of Study for Reading and Writing were supported. Foundations (phonics instruction) training will take place, and be implemented with fidelity at the elementary level. Also, Orton Gillingham, which is a specialized way to teach reading was provided and that special needs teachers were trained in this approach. We also have leveraged the expertise of our Literacy Specialists by creating schedules at the elementary level that allow them to work as interventionists at all grade levels, focusing on tiered intervention for students in relation to reading and writing needs. We also participated in a specially designed workshop for teachers on "Differentiation" at the end of June from Research for Better Teaching. This training will help teachers plan and implement lessons and classroom structures that address the different learning needs, and instructional practices that students will need returning from a year of learning during the pandemic.

Goal 2: Assessment: We have implemented the Data Wise process for the second year. During the first year of implementing the Data Wise process the curriculum and administrative leadership group learned about how to use data to inform instruction. This past year, the actual work of implementing assessments in reading, writing, math, and science was utilized in what we call "assessment sweeps", where students take assessments, and then we have data meetings where we discuss and analyze the data-and then implement interventions to address student needs. This process happens regularly at least twice a year, and in some cases three times a year. We are currently implementing year three of our Data Wise work.

Goal 3: Intervention Processes: Within this goal we've really been able to examine the RtI (Response to Intervention) structure, looking closely at how we use our faculty/staff to meet

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student needs, whether in small groups, or one on one, or “push in” to classrooms. We also made changes to our middle school ELA program, specifically in sixth grade, going from one ELA class for students, to a reading class and a writing class, doubling instructional time at that level on reading and writing. We also were able to begin to take assessment data and work on ways we can help teachers understand where their students are based on assessment reports. Also, we are examining ways to share this information with families at parent/teacher conferences during the 2021-2022 school year.

Goal 4: Core Curriculum and Instruction: Within this goal we were able to implement at the elementary level strong fidelity to our reading and writing curriculum and to also potentially implement more training on our phonics program, “Foundations”. We have worked on common assessments for writing at the 6-12 level, and at BHS we started the process for school-wide curriculum development and revision of the curriculum, which will be a three-year process.

Goal 5: Professional Development/Coaching: This year while so much was new, we were able to implement a lot of newly acquired instructional strategies, which was amazing. We were able to continue to provide professional development based on individual teacher needs. A great deal of time was invested in professional development related to “Data Literacy”, learning how to use data to inform instruction, which will continue.

During the 2020 - 2021 school year, the District was able to implement many of the year 1 action steps, and year 2 action steps, outlined in the BPS Literacy Plan. The Literacy Committee will continue to meet every other month during the 2021-2022 school year, keeping an eye on the action steps we’ve implemented, and those that we need to implement in the next few years.

#### Goal II: Equity, Diversity and Teaching All Students/Building Community

Improving our inclusion Practices

Strengthening Data Driven Academic Intervention Work

Close achievement/Opportunity Gaps, Diversify Staff, and Promote Integration

Proactively address social and emotional issues and serve students with Mental Health Needs

The Bedford Public Schools are committed to the ideals of diversity, equity, and inclusion for all students. We strive to meet the needs of all students through a wide-variety of strategies. Our work to be inclusive took on a whole new challenge this year as nearly 20% of our students remained fully remote despite our attempts to bring students back in hybrid and all in-person learning as the year progressed. Our educators continued to scaffold different instruction through Zoom, See Saw, as well as in person. With an all hands-on deck approach student were taught by caring professionals who were learning as they went, trying new and novel approaches throughout the pandemic year.

As the year ended, the District revised our approach to diversity, equity, and inclusion with the creation of The Bedford Equity Action Team or B.E.A.T. This group of dedicated educators will assess, develop, implement DEI projects, programs and events aimed at advancing our diversity, equity and inclusion goals. The B.E.A.T. will oversee the coordination, planning, administration and delivery for all projects and programming, while also supporting teachers and students as they include an equity lens in everything that they do. This will allow us to continue our commitment to closing the opportunity gaps that have result from systemic racism’s insidious reach into our schools. Our District, school-based leadership teams, Equity and Diversity



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committees, and teacher leaders collaborated to provide appropriate programming and professional development. The aim is to provide all educators with the skills to build meaningful relationship with historically marginalized students, address challenging topics respectfully in developmentally appropriate ways, make all classrooms intellectually and emotionally safe for all students to thrive in, and to integrate culturally responsive curriculum and instruction.

The LA2 Middle School Tenacity Challenge, being in its fifth year, has grown since the District created it. It allows for teams of 7th and 8th grade Latino and African-American students from urban and suburban middle schools across Massachusetts to showcase their intellectual risk-taking and hone leadership skills through an action project, all while building academic capacity, strengthening and developing enduring peer and faculty relationships. The competition, which is a scaled down version of the high school Tenacity Challenge, has three centered theme events that discusses the topics of leadership, empowerment and tenacity through the Leadership Action Project, the Global Voices Literary Analysis and the Math Quiz Bowl.

The LA2 High School Latino and African American Tenacity Challenge is our annual academic scholarship competition for teams of Latino and African-American students from urban and suburban high schools across Massachusetts. Now in our 10<sup>th</sup> year, the Challenge has increased even during COVID-19. We were able to complete the challenge virtually via Zoom while it was simultaneously broadcast publicly on YouTube. Each team of students practiced their overall and individual role in meeting the challenge to a panel of educators. This gave the students an opportunity to explain the academic and intellectual risk-taking they developed while meeting the LA2 challenges. It also gave students an opportunity to reflect on the enduring relationships they built with their peers and faculty mentors.

#### Goal III: Collaborative Professional Culture

##### Encourage, Support and Promote Teacher Leadership

Leading into the pandemic year the district relied on our building-based re-entry teams to develop plans for how to deliver content, curriculum, and connections to students at each grade level and through each of our three models (in-person, hybrid, and remote). These teams of teachers worked throughout the summer and fall to assure that Bedford students and families received the finest education during a global pandemic.

#### Goal IV: Long-Term Planning, Communication and Community Support

Implement Portrait of the Graduate/Strategic Planning Process. The District leadership team continued to work on a strategic plan throughout the year. That work continues and we hope it will be unveiled in the fall of 2021. Meanwhile the faculty and staff at BHS continued to prepare for the fall 2021 Decennial visit from the New England Association of Schools and Colleges. A cornerstone of that work is the development of the Portrait of a Graduate. The School Committee approved the Portrait of the Graduate on June 25, 2020. This Portrait of the Graduate, will serve as a guidepost for curriculum review and instructional approaches geared to accomplishing the outcomes for all students.

#### **SUMMER CALCULUS PROJECT 2021**

This summer, twenty-one students selected from JGMS and BHS, who reside in Boston, Bedford, or Hanscom Air Force Base, participated in twelve days of the Calculus Project Math Academy. This program is a part of our Calculus Project that is focused on supporting the



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achievement of students who are typically underrepresented in higher level math. The majority of students are students of color. During the program, students previewed essential concepts in preparation for the upcoming school year with Bedford Math teachers. Thankful to be able to meet in person, we were fortunate to have four rock star teaching assistants to serve as mentors to the students and assist the teachers. This included two current BHS students and two current college students. Beyond the substantial amount of math, we took three field trips. We visited Boston College for a campus tour, traveled to Bodaborg in Malden for team building activities, and finally made a trip to the Sudbury River in Concord for kayaking. Another highlight of the summer was Boston College Associate Director of Admissions, Paul Bonitto, visiting BHS to discuss applying to college, standardized testing, financial aid, and much more. We look forward to the summer of 2022.



*BHS participants in the Calculus Project Math Academy*



*METCO Seniors Discussing their experience of the METCO program and their experiences and time spent in Bedford*

#### FULFILLING METCO'S PROMISE

Embraced by the Bedford Public Schools AND our Bedford students, the METCO Program provides a rich cross-cultural, cross-racial and cross-geographic education for our Boston students, most of whom travel well over an hour each way to school.

We continue striving to foster genuine friendships between students and families from one of the few still existing, voluntary, desegregation programs in the nation. This program continues to form lasting relationships and the continued understanding intended for cross-racial acceptance. We continued the work of finding meaningful ways to connect

students to the community by way of sports, extracurricular activities and community-based participation.

A few initiatives that have continued to address the critical gap are the Boston Bridges Initiatives (BBI) and the Parent Diversity Council (PDC). Both of these were launched in 2018-2019 and have continued to flourish even through the COVID-19 pandemic. The purpose of the PDC has, and continues to be, a way to connect the families that make-up the key constituents (Bedford, Boston & Hanscom Air Force Base) and have them work together in activities outside of school to enhance their sense of belonging to the community. The BBI is an independent organization that has

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continued to channel funding to family and student activities aimed at building bridges and develop friendships across both race and geography among Bedford's resident families, Hanscom Air force families and Boston families. Since the pilot school/District Bedford, the BBI has grown to and has included other METCO and Massachusetts districts during this past year. The different activities from both PDC and District-initiated include: social activities, the Boston-Bedford bus tour outing when permissible, high school leadership program, middle school lunch groups, student retreats, and play dates. The PDC has also started and will continue adult anti-racism book groups, student book groups, speakers, and cultural activities.

#### **SPECIALIZED PROGRAMS**

##### **Special Education**

The Davis Elementary, Lane Elementary, John Glenn Middle School, and Bedford High School offer a continuum of services to students with special needs. Each building has created programs that accommodate the developmental needs of the child, as well as, the grade level demands of curriculum and instruction. Special education teams at each building provide services to students who meet the eligibility criteria set by the state and federal guidelines. Services are provided by Special Educators, Speech and Language Pathologists, Speech Language Pathologist Assistants, Occupational Therapists, Certified Occupational Therapy Assistants, Physical Therapist, Adjustment Counselors and Board-Certified Behavior Analysts. In addition, general staff may also provide counselling, English Learners (EL), and reading services as needed.

In keeping with Bedford's long-established policy on inclusion, services are provided within the context of the regular education classroom whenever possible. A small percentage of students who require specialized instruction in a separate setting, attend collaborative or private special education programs. A full explanation of Bedford's special education practices is described in the Special Education Department Policies & Procedures Manual, available online.

Professional, highly qualified staff provides special education support and services across the district. Four building-based Program Administrators oversee evaluations and services at each building. At the district level, Ms. Marianne Vines M.Ed., Director of Special Education, supervises the special education department, providing guidance and support to all staff.

##### **Co-Taught Classrooms**

Co-teaching is an instructional delivery approach in which two equally qualified general and special educators share responsibility for planning, delivery and evaluation of instructional techniques for a group of students. General and special educators work in a coactive and coordinated fashion, which involves the joint teaching of academically and behaviorally heterogeneous groups of students in integrated settings. The co-teachers provide specially designed instruction to which students with disabilities are entitled while ensuring access to general curriculum in the least restrictive environment with the provision of supplementary aids and services. General and special educators are present while co-teaching in the general classroom, thus maintaining joint responsibility for specified classroom instruction. Research shows that general educators have expertise in knowledge of the curriculum while special educators have expertise in instructional processes used to teach individual students who may learn atypically. There are a variety of co-teaching approaches. Each approach is designed to enhance different types of activities or for learning environments.

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#### Learning Centers

Learning Centers provide students with specialized instruction in areas of need as identified on the student's IEP, as well as, instruction in developing compensatory skills so that the student can access the general education curriculum. Learning Center teachers may also provide re-instruction in the core curriculum and test-taking skills in small groups, as needed. Special Education Teachers may provide support in both scheduled small group classes and/or as co-teachers in mainstream English Language Arts and Math classes. Teaching assistants may also provide academic, social, and behavioral support and accommodations in all settings.

#### Language Based Services

A language-based learning disability (LBD) or Dyslexia refers to a spectrum of difficulties related to the understanding and use of spoken and written language. LBD or Dyslexia is a common cause of a student's academic struggles because weak language skills impede comprehension and communication, which are the basis for most school activity. Dyslexia falls under the category of a specific learning disability in reading and impacts phonological processing, fluency or both.

A definitive diagnosis of dyslexia is often provided by speech-language pathologists, psychologists, reading specialists, and educational specialists. Intervention starts with effective classroom instruction which includes several components: structured phonemic awareness (orally identifying and manipulating syllables and speech sounds), phonics (making associations between letters), fluency (developing speed and automaticity in the accurate letter, word, and text reading), vocabulary expansion, and text comprehension. Each student is an individual and is impacted by their disability in various ways and to differing degrees. Therefore, services are provided to students based on their individual needs. Some students require multi-sensory engagement and to be explicitly taught the phonological features of spoken language using motor, visual, auditory, and kinesthetic feedback combined with extensive, controlled practice in word recognition. Those services may be provided outside of the general education in small groups.

At the elementary levels, students are often identified as struggling with sound/symbol correspondence, phonological processing, decoding, and/or fluency which can impact speaking, listening, reading, and/or writing. Adolescents at the middle school level and high school students can continue to struggle with reading, writing, and executive functioning weakness. These students may have some degree of fluency but continue to suffer from a phonological deficit that makes reading slower and they not catch up with their typically reading peers. Special Education staff will collaborate with the speech and language pathologist to develop compensatory skills to improve a student's ability to access the curriculum independently.

#### Bridge Program

The Bridge Program provides a safe, therapeutic environment supporting the academic, behavioral and social/emotional needs of students. These supports and services are provided for students who have had difficulty making effective progress in a fully inclusive setting due to a primary Emotional disability or other disability including Neurological Impairment or Health Impairment (such as ADHD). Students may also have other specific learning disabilities, behavioral disabilities, or other coexisting disorders or disabilities that require significant therapeutic support.

Bridge services can range from a small, self-contained classroom setting providing direct instruction in the core curriculum to a supported, full-inclusion classroom. Bridge can offer a



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range of services to support the child in all areas (academically, behaviorally, socially). Special Education and General Education teachers, as well as trained teaching assistants, collaborate to provide targeted support, monitor progress, and assist in the implementation of accommodations and modifications.

### SAIL 1

SAIL 1 is a substantially separate program designed to serve Bedford Public School students in grades Preschool to age 22 with educational needs due to a diagnosis of Autism Spectrum Disorder (ASD) and other related disabilities. Program components include highly structured, individualized programming based on the principles and procedures of Applied Behavioral Analysis (ABA), intensive communication and language training, social



*SAIL students show their appreciation to teachers during art class on Teacher's Appreciation Day*

skills training, utilization of natural environments for instruction, positive behavioral programming, educationally-based sensory activities, and inclusion with mainstream peers and activities. Small-group and/or individualized instruction can be provided for the entire school day, when necessary and appropriate. Modifications to curriculum content and methodology will be carefully considered by the Team and tailored to meet individual student needs. Related services including speech/language, occupational therapy, physical therapy, Board Certified Behavioral Analyst consultation, and counseling are provided based on individual need.

### SAIL 2

SAIL 2 provides support and services within an inclusion model. It is designed to serve Bedford Public School students in grades Preschool to grade 12 with educational needs related to an Autism Spectrum Disorder and other related disabilities. This program utilizes an integrated model to include students for a majority of their day within the general education setting, providing support to facilitate a safe, nurturing learning environment to foster the growth of language, social, behavioral, life, and academic skills. Modifications to curriculum content and methodology will be carefully considered by the team and tailored to meet individual student needs. Instruction will be provided by both General Education and Special Education teachers, as well as trained ABA Behavior Technicians. Related services including speech/language, occupational therapy, physical therapy, Board Certified Behavioral Analyst consultation, and counseling are provided based on individual need.

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#### **STEP Program**

The BHS STEP Program is a small, therapeutic program designed to support students in grades 9-12 with social/emotional disabilities who require a substantially separate setting. Students receive academic instruction through a co-taught model that includes a special education teacher and a general education teacher. Students have access to elective courses developed specifically for students with social/emotional disabilities. Inclusion opportunities are provided to the maximum extent possible depending on individual student progress. Students participate in therapeutic support including group and individual counseling, flexible scheduling and community meetings. The focus of the program is to engage learners and to promote social/emotional resilience both in school and in the community in preparation for post-secondary life.

#### **LABBB Collaborative**

The LABBB Collaborative was formed in response to the need for more specialized programs. The original member districts of the collaborative were Lexington, Arlington and Burlington. Bedford and Belmont joined later.

The LABBB Collaborative Programs are all located in public school buildings. In Bedford, we have LABBB classrooms at LGMS and BHS. LABBB provides educational programming and support services for over 350 special needs students from over 60 districts. LABBB serves students with a variety of special needs including students on the autism spectrum, students with multi-handicaps, pervasive developmental disorders, developmental delays, language deficits and social/emotional challenges. The unified leadership of the LABBB Superintendents was a key factor in establishing the Collaborative. Together, they continue to promote all programs, keeping them strong and progressive.

#### **CASE Collaborative**

For 45 years, Concord Area Special Education (CASE) Collaborative has been an organization that allows school districts to plan, develop and implement programs for students with special needs. It affords school districts the opportunity to augment local services and provide a continuum of special education programs through collaboration with member school districts. It provides a mechanism for people to share ideas and resources for the purpose of meeting a common need.

CASE is an educational collaborative agency made up of 11 regional and municipal districts serving the Greater Boston metropolitan area. CASE is governed by a board of directors comprised of ten school superintendents representing each of its member school districts. CASE was formed in 1974 to meet regional needs of member school districts. The main, although not exclusive, focus of CASE Collaborative is children and young adults who require special education.

## EDUCATION

### Shawsheen Valley Technical High School

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2021 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 51<sup>th</sup> anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Nancy Asbedian and Brian O'Donnell from Bedford; Ronald Fusco, Vice Chair and Taryn Gillis, Treasurer from Billerica; Christine Kim and Kent Moffatt, Secretary, from Burlington; Patricia W. Meuse, Chair, and Cheryl Bartolone from Tewksbury; and Robert G. Peterson and Charles Fiore from Wilmington. Bradford Jackson began his tenure as Superintendent/Director of the District in July of 2020.

Shawsheen Valley Technical High School (SVTHS) is one of twenty-six (26) regional vocational technical school districts in Massachusetts. One thousand three hundred and eighteen (1,318) high school students were reported to the Department of Elementary and Secondary education (DESE) in SVTHS's high school foundation enrollment in October of 2021, and more than 400 adults participated in the school's various adult and continuing education courses.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs one hundred forty-five (145) full-time teachers as well as thirteen (13) paraprofessionals. Of those full-time teachers, ten (10) are department chairs and eighteen (18) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency

worthy of serving the needs of District students.

#### **Post-Secondary Preparedness & Student Achievements**

2021 was a challenging year for students and staff due to the issues associated with the COVID-19 pandemic. School schedules and routines were completely transformed to accommodate social distancing requirements and remote learning became an essential component of keeping students engaged with their learning. We are proud of the incredible resilience, flexibility, and adaptability that all members of the Shawsheen community exhibited during this time, especially our students. In the face of the many changes and challenges that occurred this year, the achievements of our students feel more important and impressive than ever.

*Post-Secondary Plans of Graduates.* In June of 2021, SVTHS graduated 313 seniors. Fifty-four percent (54%) of the graduates planned to attend a two- or four-year college or other post-secondary schooling in the fall. Thirty-five percent (35%) of the graduates intended to continue working in their trade or another pathway, and four percent (4%) of graduating seniors planned to enlist in the military.

*Scholarships and Awards.* One hundred fifty-four (154) scholarships were distributed to seventy-six (76) students in the Class of 2021 totaling \$144,300. Twenty-three (23) members of the Class of 2021 were members of the National Honor Society (NHS) and the National Vocational Technical Honor Society.

*Cooperative Education Program.* At the conclusion of the 2021 school year, fifty-eight percent (58%) of eligible seniors participated in the district's Cooperative Education Program (Co-Op). Students were employed in positions related to their Chapter 74 vocational-technical programs by 154 local employers.



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### Shawsheen Valley Technical High School

*Student Mental Health and Wellness.* At SVTHS we recognize the importance of supporting students' mental health needs.

in 2019, we deepened our commitment to this belief by adding a School Adjustment Counselor position to our staff. In 2020, we further increased supports with the addition of a second School Psychologist position and a second School Nurse (RN) position. Since then, students' mental health needs have continued to increase due to the COVID-19 pandemic. In 2021, we added a second School Adjustment Counselor position and re-structured roles in the Guidance office to make an additional staff member available to provide services as a School Adjustment Counselor fifty-percent (50%) of the time.

*High School Completion.* The high school completion portion of the accountability report consists of three measures: the four-year cohort graduation rate; five-year graduation rate; and dropout rate. SVTHS continued to exhibit some of the highest graduation rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2020 as the most recent year for the four-year cohort graduation rate and 2019 as the most recent year for the five-year graduation rate as follows: four-year cohort graduation rate: 97.3%; five-year graduation rate: 98.7% SVTHS continued to exhibit one of the lowest dropout rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2020 as the most recent year for the annual dropout rate as follows: annual dropout rate: 0.2%.

*Concurrent Enrollment.* SVTHS further expanded student access to concurrent enrollment courses at the start of the 2021-2022 school year with the addition of two additional courses: Calculus I for Science and Engineering; and Intro to Chemistry. This is in addition to three concurrent courses already offered: English Composition I; Statistics; and American Government. Students enrolled in

these courses are able to earn college credit from Middlesex Community College before they graduate from high school and those credits can be transferred to other institutions, depending on where students choose to enroll in post-secondary study.

*Adams Scholars.* The Department of Elementary and Secondary Education recognized the achievements of Shawsheen's senior class on the MCAS exams by naming eighty-five (85) recipients of the John and Abigail Adams Scholarship Award.

#### Support Services

The SVTHS Support Services Department provides IEP services for students with disabilities for approximately 365 students comprising nearly twenty-seven percent (27%) of our student body. The most frequently occurring area of need is in the category of Specific Learning Disability, indicating that a history of academic difficulty existed prior to students' arrival at Shawsheen. Nevertheless, SVTHS has a strong graduation rate of students with disabilities with one hundred percent (100%) of seniors graduating in June 2021. This compares to a state average of approximately seventy-three percent (73%) for students with disabilities.

Since the fall of 2020, Shawsheen was approved to be a school-wide Title 1 school. All students, including students with disabilities, have the opportunity to receive targeted instruction and intervention in core subject areas.

This year, ninety-four percent (94%) of freshman students with disabilities passed their 9<sup>th</sup> grade classes. For upperclassmen in grades 11 and 12, thirty-two percent (32%) of students with disabilities completed advanced courses. All students with disabilities in the class of 2021 have met graduation competency in Math and English as outlined by the state. These results occurred due to a full team-effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs

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### Shawsheen Valley Technical High School

of our population of students with disabilities. Students who initially experience difficulty passing one or more of the MCAS exams eventually attain graduation status through the district's MCAS remediation programs and re-taking the examination. Students with disabilities continue to have full access and participation in cooperative education, as well as all extra-curricular activities such as sports teams, SkillsUSA, and after school clubs. Parents of special education students at SVTHS are highly involved in the IEP Team process, with parent attendance at IEP team meetings approaching one-hundred percent (100%). Every effort is made to accommodate parent requests for IEP Team meeting dates to ensure their participation. Prior to the IEP Team meeting, parents provide input for current concerns regarding their student's educational progress. Responses are documented in the IEP and an IEP proposal is created at the team meeting allowing parents to fully participate in the IEP development and understand all the elements of the IEP.

#### **Educational Technology**

The Educational Technology Department focuses on the operational and educational functions for the District. The ongoing Covid-19 pandemic created many challenges for Ed Tech. During the 2021 school year, the District transitioned to remote learning for academic weeks only, resulting in the Department mobilizing quickly to deliver instruction to students. To ensure a successful transition to on-line learning, the Ed Tech Department developed a new process to distribute and collect laptops, expanded on-line resources to support virtual learning and provided just-in-time professional development and remote technical support for students and staff.

Community outreach for current and prospective students and parents continued by providing virtual informational sessions using Microsoft Teams Live Event. These virtual events were recorded and posted to Shawsheen's website for easily accessibility.

Teachers embraced digital learning and developed a deeper understanding of how digital tools can support all learners. A Digital Learning Professional Development committee was formed and recommendations for potential professional development were created to increase the teachers' proficiency levels for the 2022 school year.

#### **Community Engagement**

*Adult Evening School.* The Adult Evening School offers a variety of vocational/technical courses for adults interested in expanding their knowledge and skills for the 21<sup>st</sup> century workplace. Programs include adult education enrichment programs, certificate-based and licensing trade programs, and workforce development initiatives; all are designed to help people develop or improve job training skills and enhance the quality of life for residents in our communities. Programs were scaled back severely in FY21 due to the pandemic, but most of the technical licensing courses remained available through virtual platforms like Zoom. Programming is offered during two semesters from September to June, and classes typically include classes in business and computer applications, culinary arts, practical home repair, photography, metal working, and more. Program catalogs are sent home to residents in Shawsheen's school district, which also serves as a marketing publication for the school. For registration materials or general information, interested residents should contact the Director of Community Services and Workforce Development.

*MassHire and Workforce Development Training.* Shawsheen Valley Technical High School continues to explore and expand its collaboration with our local workforce and career development agencies to support the statewide initiatives to fuel job growth and address employer demand for talent, and to continue to strengthen the Massachusetts economy. This past year, Shawsheen Tech held its third innovative Advanced Manufacturing

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Training Program in the field of welding, for unemployed and underemployed adults in the evening. This was a response to an emerging skill gap challenge identified in the district's regional labor market blueprint. Programs will continue to be developed this current school year, in accordance with federal and state funding initiatives to upskill the workforce that has changed due to the pandemic. For registration materials or general information, interested residents should contact the Director of Community Services and Workforce Development.

*Billerica House of Correction.* Shawsheen Valley Technical High School continues to collaborate with the Middlesex Sheriff's Office (MSO) and the Billerica House of Correction (BHOC), through the Director of Community Services & Workforce Development. With the established Culinary Arts program, we are always looking to explore and expand our educational partnerships to incarcerated participants and returning citizens to assist in providing technical training and skill development. This program did not run in 2021 due to the pandemic.

*School of Practical Nursing.* The Shawsheen Valley School of Practical Nursing remained live during the school year 2020-2021. We graduated 15 students in June 2021. All fifteen completed the 540 live clinical hours required to graduate. Close to 900 graduates have entered the workforce as Licensed Practical Nurses since the program graduated its first class in 1995. All graduates of the class of 2020 have passed NCLEX-PN and are employed. Residents interested in applying should contact the Coordinator of the School of Practical Nursing or visit [www.shawsheenpracticalnursing.com](http://www.shawsheenpracticalnursing.com).

*Summer at Shawsheen.* SVTHS hosted its 6<sup>th</sup> annual "Summer at Shawsheen" program amid the obstacles imposed by the Covid-19 pandemic. This program provided students in our member towns with a variety of summer

learning opportunities, sports-based clinics, STEM-based classes, vocational-technical courses, academic and test-prep classes, and enrichment courses for students entering grades 5-12. Individuals seeking summer program information should contact the Summer Programming Coordinator or the Director of Community Services and Workforce Development.

*Project Explore.* Due to the pandemic, Project Explore was not offered in 2021. The program is scheduled to run January-March 2022.

Project Explore is a free, quality after-school program offered to 7<sup>th</sup> grade students who reside in the Shawsheen Valley Technical High School District. It provides a great opportunity for students to visit Shawsheen and explore 6 of the 20 different vocational-technical programs. Each sending town is assigned a three-week session of programming, and busing is provided from the middle schools to Shawsheen, and then to a few local stops at the conclusion of the program. Postcards have been mailed to each 7<sup>th</sup> grade in-district student, and middle schools have been given promotional material. Registration is online at [shawsheentech.org](http://shawsheentech.org). This is a pivotal recruitment opportunity for Shawsheen, while providing career exploration at an earlier age. For registration materials or general information, interested residents should contact the Director of Community Services and Workforce Development.

*Aquatics and Swim Program.* Our recently renovated Kenneth L. Buffum Pool was closed for most programs such as family swim, lap swim, water aerobics, and swim lessons for most of the year due to the global pandemic. The facility has been cleaned, disinfected, and is adhering to all state and local guidelines. As a result, our Summer and Fall swim lessons programs have returned and both sessions were completely sold out. This fall our Community Lap Swim has re-opened with hopes that Family Swim will resume after the New Year. Individuals seeking swim program

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information should contact the Aquatics Director at [jtildsley@shawtech.org](mailto:jtildsley@shawtech.org).

#### Athletics

*Athletic Achievements.* Student athletes experienced impressive success during the COVID 19- influenced 2021 calendar year which included for the first time ever, four separate seasons: Winter, Fall 2, Spring and this past Fall season. League championships were held only for the Winter, Fall 2 and Spring seasons, which were won by Girls Basketball, Wrestling, Baseball and Tennis. This past Fall season, CAC League titles were won by Golf and Football Cheerleading. Football Cheerleading also won the State Vocational Championship. The success of the athletic program resulted in being awarded the Boston Globe's prestigious Walter Markham award; which is given to the vocational school with the highest combined winning percentage of all the Varsity Boys, Girls and Co-ed sports. Dozens of student athletes were honored with league All Star recognition.

The pinnacle of Shawsheen's athletic year was the ceremony dedicating our gymnasium in honor of our Hall of Fame Wrestling coach Mark S. "Dunnie" Donovan. The dedication is a tribute to the decades of leadership that impacted the lives of thousands of student-athletes.

#### Construction Cluster

School year 2021 for the four construction programs – Carpentry, Electricity, Masonry & Tile Setting and Plumbing – were very limited in sharing partnerships or creating arrangements for construction projects throughout the communities. The COVID-19 pandemic had an extremely negative impact and social distancing guidelines deprived our students of that valuable experience of doing relevant project-based community jobs. The Construction Cluster was able to complete the following in-house school projects that provided opportunities for collaboration and additional training and development not found in a classroom. A junior Masonry student won

a gold medal at the SkillsUSA State competition.

- Patio Project Outside of Cafeteria – Masonry & Tile Setting
- Installation of Drinking Fountains with Bottle Filler – Plumbing
- Stadium Toilet Facility Project – Plumbing & Carpentry
- Stone Zoo's annual ZooLights Winter Wonderland project – Carpentry built a mini-display house in collaboration with Design & Visual Communications

#### Manufacturing Cluster

*Electronics/Engineering Technology.*

The freshmen draw was an incredible response to the rebranding of the program through the integration of the Chapter 74 Electronics and Engineering frameworks. The program's numbers exploded with final placement first choices of 21, second choices of 14 and third choices of 17. With the new instructional strategies, projects, and attention to detail, the program became one of the most competitive shops-of-choice. Currently there are 16 sophomores enrolled with a maximum capacity for 18. The equipment, instruments, tools, curriculum, and consumables received through the Massachusetts Skills Capital Grant will provide quality engineering education to students for years to come. Expansion will continue, seeking relevant and rigorous curriculum on topics such as automation, robotics, mechanics and electronics to keep up with industry trends. Presently another grant is being written seeking additional funds through MSCG, requesting Industry 4.0 equipment. Many of the senior students are participating in the Cooperative Education program.

*Drafting.* Even during the COVID-19 pandemic, all seniors students participated in the cooperative education program. These experiences were quite a testament to the students' ability to find work and add value to a variety of companies throughout our district.

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Companies ranged from Analog Devices to smaller design and build companies like Watson Brothers Architectural. The junior Drafting students worked collaboratively with the Metal Fabrication & Joining Technologies students and the Advanced Manufacturing Technology students to create and build a specially designed hockey sled for a young man with disabilities. This type of design and build project is an example of students collaborating with other programs while incorporating relevant project-based learning.

This project also culminated with meeting the young man and his family at the local Ristuccia Ice Rink to try out the newly designed hockey sleds. In the yearly SkillsUSA competition, an Automated Manufacturing team collected a gold medal at the District's Skills competition and a silver medal at the State Skills competition. The team consisted of a Drafting student and two Advanced Manufacturing Technology students.

***Advanced Manufacturing Technology.*** General Industry OSHA 10-Hour training and Manufacturing Advancement Center Workforce Innovation Collaborative (MACWIC) Level 1 certifications continue to be achieved by the upper classmen. Eighty-five percent (85%) of seniors are participating in the cooperative education program. Collaboration with other programs has expanded, benefiting students' learning in development of higher-level thinking, oral communication, and self-management. A portable coordinate measuring machine (CMM) has been approved for purchase. In the yearly SkillsUSA competition, an Automated Manufacturing team collected a gold medal at the Districts Skills competition and a silver medal at the State Skills competition. The team consisted of a Drafting student and two Advanced Manufacturing Technology students.

***Automotive Collision Repair and Refinishing.*** The I-Car curriculum continues to provide invaluable instruction curriculum and materials that engage project-based activities

that students embrace. Many of these activities meet the rapidly changing needs of the Auto-Collision industry. The program currently has one hundred percent (100%) of the seniors participating in the cooperative education program. Students continue to use online I-CAR training for industry recognized training and certificates, as well as SP2 for industry safety training. A strong partnership with Jack's Used Auto Parts has been beneficial, allowing students to disassemble vehicles of various makes and models.

***Automotive Technology.*** Following safety guidelines and protocols the upperclassmen continued to work on faculty and customer vehicles to replicate real-world working conditions during the COVID-19 pandemic. All junior students obtained their OSHA 10-hour card as well as being prepared for the Environmental Protection Agency (EPA) 609 certification and ASE entry-level certifications. Teachers started the task of renewing the shop's Automotive Service Excellence (ASE) certification. During this challenging time of COVID-19, the program continued to attract a strong freshman enrollment. By offering a comprehensive curriculum of engine repair, chassis, electrical, brake systems, steering, and suspension we have prepared a high percentage of the seniors to participate in the cooperative education program at local dealerships and independent repair shops. In the SkillsUSA districts students won a gold and bronze medal in the Automotive Service Technology competition.

***Culinary Arts/Hospitality Management.*** Fifty years and counting, the menus might have changed but the Culinary Arts program continues to serve its staff and the community with healthy nutritious meals and luscious dessert options. Due to COVID-19, the Rams' Dining Room was closed to the public, but the program adapted to the times creating a "curb-side pickup" option. This arrangement promoted community service



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### Shawsheen Valley Technical High School

and a true caring for our neighbors as well as restoring a fully operational kitchen environment for the students to refine or perfect their skills. One positive element of COVID-19 was the rise in job opportunities within the industry for the students. The participation in the cooperative education experience has never been higher.

#### **Metal Fabrication & Joining Technologies.**

COVID-19 provided the opportunity for teachers and students to navigate the adversity of remote learning, utilizing online platforms of ToolingU, an online curriculum that partnered with Lincoln Electric in an effort to keep students engaged with state-of-the-art industry standards. To accommodate social distancing and maintain a safe environment, the workstations were altered and equipment was realigned. These modifications created surroundings that were conducive to allowing full exploratory cycles, in turn welcoming eighteen permanent freshmen to the program. With various raw materials students have designed and built numerous projects for the community and the district. Projects included structures and decorations for the Stone Zoo's annual ZooLights Winter Wonderland, railings for the new cafeteria patio, and multiple repairs to several on-campus equipment and parts. The Program's new addition of an engine driven welder/generator will make future projects on campus much more relatable to real world applications. A Metal Fabrication senior took home a Gold Medal in the SkillsUSA districts conference for the Welding Sculpture competition.

#### **Heating, Ventilation, Air Conditioning & Refrigeration.**

Additional commercial and residential projects have been added to the curriculum. Students built and installed a commercial water tower chiller that now allows multiple light commercial cooling systems to be installed and used for troubleshooting H<sub>2</sub>O and heating coil applications. Keeping up with industry

innovations, several state-of-the-art mini-ductless splits, integrated controls, and the latest technology have been implemented into different project-based activities. Ninety-three percent of the senior class is participating in the cooperative education program. Workplace Safety Programs are still paramount as students continue to achieve their safety credentials that include EPA Section 608 Technician, Construction OSHA 10-hour, and Hot Work certifications.

#### **Arts, Communication and Technology Cluster**

*Design and Visual Communications.* A high percentage of seniors continue their education at post-secondary institutions. Six students successfully completed a dual enrollment program at Montserrat College of Art earning three college credits. For the second year in a row a Design and Visual Communications student was the valedictorian, representing the class of 2021. The Design and Visual Communications Management & Entrepreneurship initiative continues to expand and offer self-employment opportunities to students who do not wish to go onto post-secondary art and design schools. This curriculum provides project-based activities for students to learn how to start their own trade-related business after graduation. Implementation of these lessons integrates a hybrid learning environment to support all students.

**Graphic Communications.** New equipment with the latest technology continues to be purchased to support the expansion of the program's curriculum and project-based activities. A Roland TrueVis SG2 printer/cutter and a Rollstoller flatbed applicator are the latest equipment to broaden students' skills sets as well helping beautify the school's environment with the final products. Students exhibited a strong showing in SkillsUSA where they received four silver medals and one bronze in the state competition, as well as a gold medal in Employment Application.

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Graphics was instrumental in designing, creating, and installing most of the COVID-19 safety printable signs and posters.

**Information Support Services and Networking / Programming and Web Development.** In keeping up with industry trends and recommendations from the Craft Advisory Board, the Program has updated and revised curriculum. Some of the development and growth of lessons included more programming in Java and C+ (for game and program development) Microsoft's Power BI, and cloud-based networking. All of these tasks have been augmented in multiple project-based activities. At the SkillsUSA State competition, an ISSN student won the gold medal, allowing him to compete in the Nationals competition where he placed 9<sup>th</sup> in the country! Because of increased enrollments over the last four years, plans are in the development phase to expand the program's footprint. The update will include furniture and equipment to maintain the high standards that the students have come to expect and have also earned.

**Business Technology/Marketing.** The craft advisory board's feedback and current trends have reinforced the skills and technology being implemented within the program. Through project-based activities and the integration of instructional strategies, students can acquire certifications in Microsoft Office applications including Excel, PowerPoint, Word and Outlook. Advanced curriculum accreditations include Google Advertising, Microsoft Access, and Intuit QuickBooks Accounting. Seven students were invited to compete in the Microsoft Office Specialist U.S. National Championship – invitations are extended to students earning the top scores in Massachusetts. Our program has been experiencing much success with the GMetrix learning platform; students are able to learn, practice and certify in industry-recognized software, realizing success at a faster pace with higher score results. Ninety-two percent

(92%) of the seniors are participating in the cooperative education program. As is always the case in the dynamic world of business, the program has been adapting and evolving with technology.

**Cosmetology.** By the spring of 2021, Governor Baker's office allowed customers to return to salons. While implementing COVID-19 safety guidelines and protocols, the Cosmetology program was able to go back to work on live clients, an essential component of the curriculum. Special considerations were permitted from the Massachusetts Board of Cosmetology and Barbering to allow students to accumulate hours toward their Cosmetology licensure. Thirteen seniors graduated with a Massachusetts Class 1 Cosmetology license by the end of the school year and five are successfully participating in the cooperative education program at local salons. Eleven of the fifteen junior students have completed their 1000-hour training and will begin in the fall prepping for the State Board Exam. Certifications continue to be acquired by the upperclassmen, one hundred percent (100%) have completed the Covid-19 Barbicide and Milady Infection Control certificates for the industry. Plans to enlarge the footprint, update equipment, and increase technology of the program are in progress.

**Dental Assisting.** The program had 13 of the 15 senior students working on co-op in dental offices in the local community. Four students competed in dental assisting at the SkillsUSA District competition which was held at Shawsheen Valley Technical High School. One earned the Gold Medal and one the Silver Medal at the State Competition. A senior went onto the National Competition, which was held at Shawsheen virtually, where she won the Silver Medal. Some of the students have successfully passed the DANB National Certifications in RHS – Radiation Health and Safety and ICE – Infection Control exams. Many have become licensed as Dental Assistants, RDA Registered Dental Assistants

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for the State of Massachusetts, and are presently employed working as dental assistants.

**Medical Assisting.** The Medical Assisting Program is accredited by, and affiliated with, the AMT (American Medical Technologists). All senior students continue to gain valuable clinical experience through our Cooperative Education Program or externship at Lahey Hospital and Medical Center in Burlington. Through collaboration with our very active Craft Advisory Board and their recommendations, the program stays on top of state-of-the-art equipment and meets the needs of the current job market and potential employers. Currently, students are employed in medical offices such as Rheumatology and Internal Medicine, Pediatric Practices, as well as a Veterinary Clinic. The Program continues to expand its cooperative education employer list and its expansion to new clinical opportunities.

#### Health Assisting.

The Health Assisting Program continues to offer bright prospects for students seeking rewarding careers, as ninety percent (90%) of the senior class participated in the cooperative education program. These students provided invaluable help during the pandemic working in rehabilitation, long term care centers and assisted living homes. One hundred percent (100%) of the junior class passed the Certified Nursing Assistant (CNA). Many of the students also medaled at the SkillsUSA state competition, where they were awarded a Silver medal for First Aid CPR, a Silver medal for Nurse Assisting, and a Bronze medal in the Health Know Bowl.

#### Miscellaneous

*Capital Budget / Perkins V Grant.* The Carl D. Perkins Career and Technical Education Grant (Perkins IV) is critical to ensuring our programs meet the ever-changing needs of technologies and equipment. SVTHS was

approved and received a total of \$97,160. This federal funding strengthened the following Career and Technical programs.

- Health Assisting Patient Simulator—\$10,217
- Advanced Manufacturing Tech. Metal Cutting Bandsaw—\$14,882
- Carpentry Vertical Bandsaw—\$6,794
- Electricity Hydraulic Conduit Bender- \$16,701
- HVAC & Refrigeration Mini Ductless Split—\$7,174
- Metal Fabrication & Joining Technologies Portable Welder - \$5,051
- Metal Fabrication & Joining Technologies Power Notches- \$14,485
- Masonry & Tile Setting Trailer -\$7,356
- Graphic Communication Printer—\$14,500

SkillsUSA Massachusetts. SkillsUSA is a partnership with business and industry that provides opportunities for students to develop individually and improve teamwork, leadership and professional skills through education, training, service, and competition. With COVID-19 still being an ongoing global pandemic and the advent of the Delta variant, SVTHS decided to hold the State competition internally. On March 11, 2021, three different areas of the school were set up to accommodate one hundred and forty-five (145) students participating in the SkillsUSA District Conference. Sixty-four (64) qualified for the State competition and out of those students forty (40) medals were achieved. Of those, seven (7) gold medals were awarded, sending those students to the National SkillsUSA competition. For the first time ever the 2021 SkillsUSA National Conference competitors competed virtually, in their homes, local business, and at their schools from June 7 to June 22.

*Robotics Club.* Students engaged in virtual VEX Robotics Competitions, presented by the Robotics Education & Competition Foundation. Due to the pandemic, most VEX Robotics Competitions transitioned to fully remote competitions, where Shawsheen was able to participate in two events. Our related room

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was transformed into a setting where the students could compete and record the entire competition. The first competition was the Virtual “Change-Up” Skills Event featuring fully remote judging based out of New York, with teams from all over the world competing in this event. Our teams were extremely competitive and placed 10<sup>th</sup> and 11<sup>th</sup> overall. The next competition was the Southern New England Championship, where our teams placed 8<sup>th</sup> and 27<sup>th</sup> out of 37 teams. In addition to the club competitions, two of the club members participated in the SkillsUSA Mobile Robotics competition at the district, state, and national levels.

***e-sports:*** (a.k.a. electronic sports) eSports is a form of competition using video games which often takes the form of organized, multiplayer video game competitions, particularly between professional players, individually or as teams. SVTHS is in its fourth year of having Massachusetts-recognized varsity level eSports teams. The varsity program expanded to three games over two leagues and had over seventy-five (75) participants; the leagues are regional and state. Games played are: League of Legends (state and regional), Rocket League (regional) and Smash Ultimate (regional).

#### **Conclusion and Acknowledgement**

The SVTHS Committee, staff and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance

committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational/technical training opportunities for area youth.

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2021. Those retirees are: Joseph Barrett, Advanced Manufacturing Instructor; Margaret Costello, Culinary Instructor; Robert Galante, Information Support Services & Networking Instructor; Richard Lavoie, Coop Coordinator; and Mary Jean Matarazzo, Business Technology Instructor.

Finally, it is essential that we acknowledge and remember our colleague, Mark Donovan, long-time Assistant Dean and legendary Shawsheen Wrestling Coach, who passed away after a hard-fought battle with cancer in October 2021. Throughout his 30-plus years at Shawsheen, Mark touched the lives of thousands of students, serving as a role model for many who needed a strong male presence in their lives. Mark was a fierce supporter of those who he identified as needing someone in their corner. As a colleague, Mark was adored as someone who was always eager to help a friend in need, or who despite his tough exterior, always offered kind words of encouragement. Mark Donovan was the soul of Shawsheen. He was loved and respected by all who knew him. His loss has been, and will continue to be, felt deeply and personally by the adults and students at Shawsheen.

# BEDFORD FREE PUBLIC LIBRARY

## Richard Callaghan, Library Director

Full-Time: 11

Part-Time: 32

### PURPOSE

The Bedford Free Public Library is open 69 hours a week, 7 days a week (except Sundays in the summer). At least one professional Librarian, who holds a Master's degree, is available every hour the Library is open. Free programs, story times for children, and activities for all ages are held year-round. Wireless Internet access is available 24 hours a day. The Library offers desktop computers, laptops, and Chromebooks. The Library also provides a fax machine, photocopier, printer, and scanner.

Our virtual branch is always open and can be accessed through our website, [www.bedfordlibrary.net](http://www.bedfordlibrary.net), or the MLN mobile app for phones and tablets. Patrons can connect to their individual accounts, the Minuteman Library Network Catalog, popular databases, and multiple digital and downloadable resources 24 hours a day, 7 days a week.

### **Library Mission and Purpose Statement**

The Bedford Free Public Library provides free and open access to information, knowledge, and the pursuit of ideas in an environment that is comfortable and welcoming to patrons of all ages, abilities, and cultures within and beyond its walls.

### **Library Statistics**

#### **Circulation**

Residents with Library Cards	9,768
Circulation, Including Digital Content	197,767
Items Borrowed from other Libraries	85,251
Items Loaned to other Libraries	32,935

#### **Library Services and Attendance**

Reference Questions Answered	
6,964	
Library Programs Offered	215
Program Attendees	4,714
Total Attendance	6,986

### **EMPLOYEE STATISTICS**

### **Staff**

Kathy Ruggeri, who served as the Head of Technical Services Department for 21 years, retired on November 30, 2020. Kathy joined the Library in 1990 when she took a position as a Shelver and later worked as Library Assistant before she began running the Technical Services Department. She planned to retire in the spring of 2020 but stayed on to help manage all the chaos and disruptions to service created by the pandemic.

Heidi Downing joined us on January 11, 2021, as our new Technical Services and Technology Librarian 1, and she is taking over many of the responsibilities that Kathy handled in the past.

Jessica Dymont graduated from the Library School at the University of Rhode Island in December of 2020.

### **FY21 HIGHLIGHTS**

#### **Building**

Wireless access to the Internet was improved and upgraded in the summer of 2020 while the building was closed to the public. The Library had six operational Access Points (APs) that did not cover the entire building and often prevented staff and patrons from connecting to the Internet. VoDaVi Technologies replaced outdated equipment and cables and installed eighteen APs which provide sufficient Internet access throughout the building. They also installed a firewall to provide greater security and bandwidth control. This project was paid for by the Edward L. Stickney Fund (part of the Library Corporation).

The Facilities Department installed new LED light fixtures under the overhang leading from the parking lot to the main entrance by the Circulation Desk.

New carpeting for the main books stacks, the Mezzanine, and the browsing area on the first floor of the new building was installed in



## BEDFORD FREE PUBLIC LIBRARY

January 2021. Funds for the replacement of the 20-year old carpet were approved at the 2019 Town Meeting. The work was done by Atkinson Carpet, but Library staff moved thousands of books from the new side of the building to the old building in preparation for the installation. SensSource installed patron traffic sensors at all public doors. The software offers an occupancy count component that displays the number of patrons in the building. Occupancy data is needed whenever government guidelines are in place regarding building capacity as they were during some months of the pandemic.

The Town engaged Northeast Engineering and Commissioning Services to explore the possibilities of repairing or replacing the current HVAC system. The final report recommended replacing the aging system, and a Capital Article (Bond Authorization) requesting funding was prepared for the March 2020 Annual Town Meeting. Due to the impact of the Coronavirus Disease (COVID-19) pandemic, this article was among the many that were postponed until May 2021, when it did pass.

### Collections and Services

Even though the Library was closed to the public for nearly the entire year, staff were able to provide many services, including curbside pick-up of library materials. Patrons made 20,805 curbside reservations. Staff gathered all the requested materials, checked them out to patrons, packaged the items, and set the packages on tables in front of the building. To keep everyone safe and dry, curbside moved inside from November to April. Curbside services continued even after the public was allowed back in the building on June 2, 2021.

Elaine Garnache and Jess Dymont conducted a Diversity Audit of our Children's Room collections.

The Library of Things continues to be a very popular collection and this year we added an Outdoor Laser Distance Measurer, a Kilowatt Energy Meter, a Thermal Leak Detector, and an Electromagnet Field Meter.

Bedford High School yearbooks from 1958 to the present are available to view and download thanks to the Digital Commonwealth, which is hosted at the Boston Public Library.

The first 27 years of our local newspaper, *The Bedford Minuteman* (1957-1984), was digitized and is available on our website.

Our Museum Pass program was dormant throughout most of the year because of COVID-19 restrictions. We purchased a new software program to handle Museum Pass bookings so that when we were finally able to open in June, we could offer our patrons a very modern and clean interface for reserving passes.

Thanks to Rand Hall, Head of Reference, our website now contains every noteworthy out-of-copyright history of Bedford, Massachusetts.

In addition to the resources mentioned above, our databases provide patrons with superb information on business, finance and investing, health and wellness, genealogy, history, and biography. Readers can access current periodicals and newspapers. Consumer Reports, LinkedIn Learning, and the Mango Language Learning program are just a few examples of popular databases that the Library offers.

### Programs

Our 2020 Summer Reading Program for Children, Teens, and Adults was unlike any other. Staff relied on software from Beanstack to create a virtual escape room adventure called *Escape the Enchanted Forest* for children and teens. Participation was a small fraction of our usual numbers. Typically we see 500 students in elementary school alone. This year there was a total of 132 signups for everyone under the age of 18. Since the building was closed to the public, there were no opportunities to hand out reading prizes. The Friends of the Library promised to support the Bedford Community Table and Food Pantry based on the Summer Reading Participation. With 387 completed activities the Friends raised \$97 for the pantry.

## BEDFORD FREE PUBLIC LIBRARY

The numbers for the adult program, recorded via the Beanstack app, were also down. In summer 2019 there were 110 registrants, but in summer 2020 we had just fifteen!

Library staff continued to offer an array of virtual programs throughout the year. Teen Librarian Pam Aghababian hosted regular drop-in book chats for adults and teens, as well as the Homeschool Book Club for teens and the Council on Aging Book Group via Zoom. She ran the virtual Annual Peeps contest in March and kept our Teens engaged with Take and Make kits available for contact-free pickup.

Children's Librarians Bethany Klem and Elaine Garnache continued to delight children with storytimes, Home School Book Club meetings, and other fun activities via Zoom, including performances by the well-loved musician Sarah Gardner.

Rand Hall continued the Genealogy Club meetings online, and Richard Callaghan hosted a series of Winter Lectures by Professor Dan Breen on Famous Real Life Murder Mysteries.

### Library Trustees

The FY21 Trustees were Dennis Ahern, Rachel Field, Elizabeth Hacala (Chair), Abigail Hafer, Alma Hart, Michael Pulizzi, and Robin Grace Silbert. As the March 2021 election drew near Mr. Ahearn, whose name was already on the ballot, announced that he would be unable to serve another term. Fahad Alden was elected to his first three-year term and Mr. Pulizzi was re-elected to a three-year term.

Trustees Rachel Field, Elizabeth Hacala, and Michael Pulizzi managed the Library Corporation. The Bedford Free Public Library Corporation supports the Library through gifts and bequests. The Corporation was founded in 1876 to create the first public library in Bedford. Throughout the years, the Corporation's support has allowed the Library to provide services and support professional development that could not be accommodated by the Town Meeting-approved budget. In the

past year, the Corporation provided the funds for the ongoing website maintenance, professional memberships in the American Library Association, the Public Library Association, the New England Library Association, and the Massachusetts Library Association, and financed staff attendance at the Virtual New England Library Annual Conference and the Virtual Massachusetts Library Association Conference.

### Friends of the Bedford Free Public Library

Using monies raised through membership fees, a pop-up book sale, and the online sale of used books, the hardworking Friends generously supplied the Library with funding for a donation to the Bedford Food Pantry in place of prizes for Summer Reading. The Friends also supported the Library with virtual programs for all ages, museum passes, public performance movie licenses, television series on DVD, the BookPage monthly subscription, posters and bookmarks, and several new items for the Library of Things collection.

The Friends Officers were: Bonnie Kelly and Susan Rogalski, Co-Presidents; Renee O'Donnell and Margaret Jackson, Co-Vice-Presidents; Linda Connelly, Secretary; and Joel Shwimer, Treasurer.

### Library Volunteers

The Library did not have any volunteers working the building in FY21 because of COVID-19 restrictions on building occupancy. We hope to welcome our volunteers back in late 2021.

A special thanks to:

Elaine Yang, an AARP-trained tax specialist, who assisted residents with tax preparation (remotely) from March through May.

The members of the Bedford Garden Club, who once again volunteered their time, energy, and resources for the beautification of Library grounds.

The Daniel R. Nickerson Foundation for its continued support of our special collection on learning and developmental disabilities.

## BEDFORD FREE PUBLIC LIBRARY

The Andrew Zuckerman Memorial Collection for funds to manage and maintain the Library beehive.

### Arts Steering Committee

Members of the Arts Steering Committee generously donated their time and talents in the selection and organization of artwork by local artists for display in the Art Gallery. In FY21 the Arts Steering Committee members were Jean Hammond, Astrid Reischwitz, and Carol Rissman. The committee typically mounts six exhibits per year but the gallery was closed for most of the year due to COVID-19.

The Local Talent exhibit, a juried show of works by the members of the Bedford Arts and Crafts Society, was hung on the morning of March 12, 2020. Unfortunately, the Library was closed on that very evening because of the pandemic. Jess Dymont posted images of the exhibit online so patrons could view the show from home. The exhibit was re-installed in June 2021 when the public was allowed back into the building.

The Community Art Wall, opposite the Children's Room, is used for small exhibits of work by emerging artists, art students, and others who may not have enough work for a full show. The Library Director handles the bookings for this space and usually mounts three shows per year.

### FY22 PROJECTIONS

- Staff will review what, if any, innovative services developed during the time of the pandemic should be retained and incorporated into traditional library services.
- Staff will continue to expand programming for adults and develop collections and initiatives to meet the needs of our diverse and growing community.
- Specialists will continue to enhance the existing collections and programming for children and teens.
- The long-delayed Children's Room project will be completed provided that supply chain issues have been resolved.

- Work on the much-needed HVAC capital project will begin.
- The Director will investigate the possibility of installing security cameras at key locations to enhance the safety and security of patrons and staff.
- The Library will refresh the aging LCD projector and A/V equipment available to the public who reserve the Meeting Room.



- The Library will introduce a new wireless print station for both color and black and white printing.
- The Library will install a new software system called Useful to manage public computers and printing.



# CULTURAL AND HISTORICAL ACTIVITIES

## Cultural Council

**Barbara Purchia, FY21 Chair**

### **PURPOSE**

The Bedford Cultural Council (BCC) is a state-funded, Select Board-appointed volunteer committee whose mission is to support community-based cultural projects in the Arts, Sciences and Humanities.

The Massachusetts Cultural Council (MCC) provides annual fund allocation to 329 Local Cultural Councils (LCC) serving all 351 cities and towns in the Commonwealth. The State legislature provides annual appropriation to the Massachusetts Cultural Council, a state agency, which then allocates funds to each community. Additional funding is provided by the Town and through fund-raising.

### **FY21 HIGHLIGHTS**

MCC state-funding allocated \$5,900 to BCC, a \$200 increase from FY20. The Town allocated \$4,600 toward the total funds-to-grant pool. Thirty-five grants were awarded totaling \$11,400 to twenty-six organizations and individuals.

Since in-person activities were limited due to Covid-19, virtual or digital programs and activities were encouraged in FY21 and for FY20 grant applicants who had not completed their programs. Over 60% of the FY20 grant applicants completed their projects in FY20. Due to the Covid-19 situation, ten FY20 grantees were unable to start or complete their projects and were granted extensions to complete their projects during 2021.

BCC was a member of the Bedford Arts and Culture Working Group and was instrumental in obtaining the Bedford Cultural District designation from the Massachusetts Cultural Council. The BCC participates in the Cultural District Partnership.

### **FY22 PROJECTIONS**

The MCC announces the LCC's FY22 state allocations in September. The Bedford Cultural Council will be seeking grant applications from September 1, 2021 through October 15, 2021. Applications are submitted electronically and reviewed in November. Award notification letters are sent in January. Any cultural project that meets the MCC and BCC guidelines and is completed between July 1, 2021 and December 31, 2022 is eligible for a FY22 grant.

Bedford funding priorities, local guidelines, information and forms are available online at [www.mass-culture.org/Bedford](http://www.mass-culture.org/Bedford). Contact [BedfordMACulturalCouncil@gmail.com](mailto:BedfordMACulturalCouncil@gmail.com) with questions. Find us on Facebook at [www.facebook.com/bedfordculturalcouncil](https://www.facebook.com/bedfordculturalcouncil), twitter at @Bedford\_Culture, and Instagram at #bedfordculturalcouncil.



# CULTURAL AND HISTORICAL ACTIVITIES

## Cultural Council

FY20 Grant Recipients		
Applicant Name	Project	Amount
Annemarie Silver	Bringing Joy and Art into the Home	\$200
Bedford Arts and Crafts Society	Bedford Arts and Crafts Society Regional Art Show	\$150
Bedford Arts and Crafts Society	Series of Artist Demos and Workshops	\$400
Bedford Center for the Arts	BCA Spring 2021 Program Series	\$300
Bedford Center for the Arts	Jodi Hilton: Giving Voice to the Disempowered	\$150
Bedford Embraces Diversity	Martin Luther King Jr Community Day	\$450
Bedford Embraces Diversity and Parents Diversity Council	Anti-Racism Training	\$600
Bedford Free Public Library	StoryWalk Collection	\$400
Bedford Free Public Library	Traditions of Chinese Acrobatics	\$200
Christy Walker Magoon	Tony Medina Author Visit & Books	\$900
Concord Chorus	75th Anniversary Documentary Video	\$100
Discovery Museum	Open Door Connections	\$100
Eileen Herman-Haase	Dance Caliente Brings the World to Your Feet	\$150
Emily Wheet	Nashoba Learning Group Subscription Education	\$100
Howie Newman	Music for Seniors on ZOOM	\$150
Jane Franklin	Bedford Arts and Crafts Service Project 2020-2021	\$300
Jennifer Ferrari	Design and Tech Literacy in the Digital Age	\$800
Jennifer Ferrari	Sewing Basics	\$200
Jillian Butler	Anti Racist Curriculum Workshop	\$900
Jillian Butler	Project Lit Books	\$250
John Root	Majesty and Mystery of Crop Circles	\$150
Kammerwerke Double Wind Quintet	Sponsorship of Kammerwerke Musicians and Conductor	\$300
Katie Duval	BHS Sports Live Streaming	\$800
Katrina Faulstich	BHS Musical: LES MISERABLES, SCHOOL EDITION	\$650
Kristine L. Moore	September 2020 Preservationist Newsletter	\$300
Kristine Moore	Bedford Historical Society Virtual Programs	\$150
Leslie Wittman	Cooking with Pantry Staples	\$400
Mark West	Piano Performance	\$50
Roger Tincknell	Beatles and Beyond	\$150
Sarah Scoville	Bedford Utility Box Mural	\$500
Silver-Ebony-Ivory Trio	Silver-Ebony-Ivory Trio CoA Concert	\$150
Teri Morrow	The Bedford Citizen Forum: Bedford's Business Community	\$300
Teri Morrow	The Bedford Citizen Forum: Understanding Town Government	\$300
Teri Morrow	The Bedford Citizen Forum: Who's My Neighbor?	\$300
The Concord Orchestra	Chamber orchestra workshops and recordings	\$100



## CULTURAL AND HISTORICAL ACTIVITIES

### Historic District Commission

**William Moonan, Chair**

#### **PURPOSE**

The Bedford Historic District Commission (HDC) was established in 1964 by a Town Meeting vote and ratified by the Massachusetts Legislature via the Acts of 1964 as amended as the guardian of the Bedford Historic District. As stated in the Commission's enabling Act, the purpose of the Commission is "the preservation and protection of buildings, places and districts of historic significance, [to be accomplished] through the maintenance of said buildings, places and districts as sites and landmarks compatible with the historical tradition of Bedford." A copy of these Acts, with more detailed information about how the Commission works, is available at the Code Enforcement Office at Town Hall.

The Historic District runs west along The Great Road, from the Bacon Road/Hillside Avenue intersection, around the Town Common, and then to the intersection of North Road and Carlisle Road. A detailed map is also available at the Code Enforcement Office.

The HDC members are appointed by the Select Board for a three (3) year term. There are five (5) full members and two (2) alternates. The alternate members are encouraged to attend all meetings, participate, and be ready to step in as a voting member as needed. The Commission meets the first Wednesday of each month (more often as needed to help an applicant) for business meetings and public hearings. The Acts mandate that the Commission consist of a member of the

Historical Society or Historical Preservation Commission, an architect or person in the building trade, and a resident of the Historic District. The remaining are Town residents who have an interest and/or background in historic preservation. Currently, the five full members are filled but there are openings for the two alternates. Any interested resident should contact the Town Manager's office to inquire about volunteering.

#### **FY 21 HIGHLIGHTS**

Every year sees a wide range of applications. Fiscal Year 2021 saw approvals for commercial signage, landscaping, windows, a canopy over the pump islands at the 105 The Great Road gas station, and other architectural features within the Historic District.

The Covid-19 pandemic altered the Town's operations in many ways, and the Historic District Commission was no different. Using the Zoom platform, meetings throughout Fiscal Year 2021 have all been held remotely. While there was, of course, a learning curve for everyone, the transition to remote meetings has been smooth and has allowed applications to be heard in a safe and timely manner.

#### **FY 22 PROJECTIONS**

The Commission continue to ensure the preservation of historic houses and buildings in the District, including overseeing the changing of signs, windows, additions, and landscaping. The Commission welcomes the public's participation at all meetings, and has been grateful to see many interested residents attend this past year.

# CULTURAL AND HISTORICAL ACTIVITIES

## Historic Preservation Commission

**John Linz, Chair**

### **PURPOSE**

The purposes of the Historic Preservation Commission (HPC) are preservation, protection, development and management of Bedford's historical, archaeological and cultural assets. Like other local historical commissions throughout Massachusetts, Bedford's HPC undertakes historic preservation planning; inventories the town's historic properties; prepares National Register of Historic Places nominations; applies for Survey and Planning grants from the Mass. Historical Commission (MHC); participates in the Mass. Preservation Projects Fund (MPPF) program to preserve municipal properties; comments on state or federal projects that may affect historical or archaeological resources; advises the Select Board and town boards; provides oversight for the town's Job Lane historical museum; administers the provisions of Bedford's Demolition Delay bylaw; and engages in various activities to educate the public about the town's historic resources.

### **FY21 HIGHLIGHTS**

Our FY21 highlights are much reduced from past years due to the Town's shutdown response to the COVID 19 virus.

### **Preservation of Historic Buildings:**

**Colonel Timothy Jones House (231 Concord Road):** In its denial of our earlier application for designation of a Concord Road Historic District, the Massachusetts Historic Commission (MHC) determined that the only building within the proposed district that has retained its architectural integrity and would be eligible for National Register status as an individual building would be the Colonel Timothy Jones House. Follow up efforts prepared and submitted application documents to MHC for their National Register assessment for this building. MHC concurred and sent a nomination to the National Park Service for their inclusion of this building in the National

Register. We are awaiting the National Park Service decision.

**Michael Bacon House (229 Old Billerica Road):** This house was built circa 1671 and is the oldest surviving house in Bedford. The HPC and the owner had been exploring the possibility of the town's purchase of a historic preservation restriction on the property. This restriction would be made part of the deed and would add specific restrictions on the future development of the house, intended to preserve its historical character. Discussions continued with the heirs of this property; however, the heirs sold the property. As a historic building built prior to 1943, the building continues to be subject to the town's Demolition Delay bylaw. A historic preservation can remain an option for the new buyer.

### **Public Hearings:**

**DEMOLITION DELAYS:** The HPC is responsible for administering the town's Demolition Delay bylaw for all properties built before January 1, 1943 or built at an unknown date. If such a structure is proposed for demolition, the application comes before the HPC for review. HPC then determines whether the property has historic significance, and designates it as either Significant or Not Significant. If Significant, HPC then holds a public hearing to determine whether the property is to be Preferably Preserved. If so, HPC may then impose a demolition delay of eighteen months. The delay provides time for the Commission and the applicant to find agreement on the appearance of the "preferably preserved" replacement structure; the demolition delay can be removed when an agreement is reached. This year, four (4) properties were acted on by the HPC under the terms of the Demolition Delay bylaw:

- 11 Bacon Road                      Significant,      Preferably Preserved – Demolition approved, subject to conditions
- 245 Davis Road                      (Barn)                      Significant, Preferably Preserved – Demolition approved,

# CULTURAL AND HISTORICAL ACTIVITIES

## Historic Preservation Commission

- subject to conditions
- 28 Rand Place                      Not                      Historically Significant
    - 37 Hillside Ave                      Significant, Preferably Preserved – Demolition approved, subject to conditions

**MUNICIPAL PROPERTIES:** In line with the HPC's purpose, the Commission actively supports the preservation, protection, development, and management of Bedford's historical, archaeological, and cultural assets

**OLD BURIAL GROUND** – The HPC works with the DPW to oversee and monitor the upkeep and maintenance of the Old Burial Ground. HPC members make regular visits to the old cemetery to determine if there are any issues that need attention. These issues are brought to the attention of the DPW for repair.

**SHAWSHEEN CEMETERY** – The HPC also works with the DPW in overseeing and monitoring the continuation of *The Shawsheen Cemetery Preservation Plan*, as submitted to the Massachusetts Historical Commission. Most of the work of the Plan has been completed, although work on the Memorial Gates at the main entrance remains to be done.

**DEPOT PARK** – Historic restoration of the Passenger Depot was completed. The decking, steps, and handrails around the Freight House Welcome Center were replaced before they became a safety hazard. This was completed using funds available through the Community Preservation Committee (CPC).

**JOB LANE FARM MUSEUM** – The HPC has oversight responsibility for management of the town-owned Job Lane property at 295 North Road. Working through the Friends of the Job Lane House, house tours as well special programs.

take place throughout the summer and fall. The HPC also coordinates its activities with the

Bedford Dept. of Public Works, Facilities Department, and Friends of the Job Lane House under a Memorandum of Understanding (MOU)



that outlines respective responsibilities among those organizations.

Our public gathering suspension continued as the town (and the rest of the country) responded to the Covid pandemic, but behind the scenes activities continued. The Bedford Garden Club has been active maintaining the Dutton herb garden, the seasonal flowers around the house, and the native plant garden along the fence bordering the parking lot. The gardens continue to attract visitors as a break from their pandemic confinements. Although we could not conduct in person house tours, the Friends of Job Lane worked with Bedford TV folks to develop a virtual tour that could be used in place of the annual in-house Job Lane tour for Lane school 3<sup>rd</sup> grade. Regular spring cleanup of the house and grounds was done, anticipating pandemic restrictions on public gatherings would soon be lifted. When the restrictions were lifted, a new summer program of Job Lane events began.

### **HPC PROJECTS:** **HISTORIC HOUSE** **PLAQUES** – HPC

continues its historic house plaque program. Owners of historic properties are encouraged to display plaques mounted on the building



## CULTURAL AND HISTORICAL ACTIVITIES

facade showing its date of construction and, if desired, its historic name. Applications are obtained from the HPC or the Town Manager's office. After confirmation of the proposed date and wording by HPC, the owners can then order the plaques.

Members of the HPC have been represented on the **Town Museum study Committee**, the **Community Preservation Committee**, and

the **Cultural District Partnership**. They have given a report of the progress and process of each of these groups at each monthly meeting.

### **FY22 PROJECTIONS**

Many of the above activities are projected to continue into FY22. No major new initiatives are planned at the present time.

### **Town Historian**

**Sharon McDonald, Town Historian**

### **PURPOSE**

The Town Historian is a source of information whenever questions arise about the life, families, buildings and events in Bedford from before the incorporation in 1729 to the present. She not only answers specific questions, but also responds to requests for speaking engagements, newspaper articles, genealogical data, and source material for scholars. She proactively does research and makes opportunities for sharing Bedford's rich history.

### **FY21 HIGHLIGHTS**

I presented programs to the Bedford Historical Society and the Lyceum of the Unitarian Universalist Church; wrote at least twelve articles which were published in The Bedford Citizen or the Bedford Historical Society Preservationist; and answered numerous questions about subjects that included, for instance, genealogy, Indigenous People, Concord Old Line, Brothers Rocks and Michael Bacon.

### **FY22 PROJECTIONS**

One of my most delightful tasks is to research genealogy and history questions for both Bedford residents and out-of-towners. I look forward to many this year.

I will take opportunities to write more articles and present more programs about Bedford History.

I will be a resource to more classes in the Bedford Schools and to local homeschoolers.

The Bedford Historical Society and the Bedford Free Public Library continue to be partners in my work, and I will nourish our reciprocal relationships. I would like to establish a working relationship with the Town Archivist.

I continue to take pride in being Bedford's Town Historian. Our history is fascinating!

# CULTURAL AND HISTORICAL ACTIVITIES

## Arbor Resources

**Jacqueline Steller Edwards**

**Daniel J. Churella, Chair**

### **PURPOSE**

The purpose of the Arbor Resource Committee (BARC) is to enhance the quality of life in Bedford by assisting in managing, protecting, preserving and developing arbor resources on publicly-owned lands in such a way as to promote a diverse, healthy and sustainable urban forest and by encouraging similar preservation and development of arbor resources on private lands.

### **FY21 HIGHLIGHTS**

#### **Town and Community Tree Projects and Issues**

Despite the restrictions of the continuing pandemic, this was a very busy year for BARC. The Town continued to have a full docket of development projects, often involving conflicts with town trees. Consequently, a significant portion of BARC's activity involved discussions, site visits and meetings regarding these projects, some including substantial and passionate community input. Public projects included the JGMS parking lot redesign, sidewalk redevelopment on South Road, new sidewalk development on North Road, and tree removal to protect the High School track, stands and press box from pine needles, sap and shade. An Eversource project, mostly exempt from Town control, became a flashpoint in the community, when seventy-nine (79) trees were removed all over town without notice or explanation. The value of and community expectation of government that is open and transparent became clear. After a Scenic Road hearing, Eversource agreed to plant six trees along Scenic Roads where trees were removed. Other projects involved private home development and the health of trees on the Town Common.

The South Road sidewalk project presented an exciting opportunity for the public and private

sectors to cooperate for the mutual benefit of the community and the developer. With the prospective new owners of an adjacent property amenable to an easement and the DPW amenable to a redesign, BARC was able to open discussions for a meandering layout to the sidewalk that preserved more street trees and canopy. The safety redesign of the North-Chelmsford Roads intersection (at Renzo Hair Design) is a central element of the current North Road sidewalk project. It led to a discussion with and a request by the DPW for "Guidelines for Removing a Healthy Street Tree." While BARC discourages removal of street trees in general, sometimes trade-offs are made during project design about which trees to keep and which not. The resulting checklist of 11 "Considerations" of factors supporting keeping or removing a particular tree can be found on the BARC page of the Town website.

As part of Mothers Out Front's focus on making Bedford residents aware of the prevalence and dangers of gas leaks in town, they connected BARC to the Multi-Town Gas Leaks Initiative, an organization working with municipalities across Eastern Massachusetts to implement a protocol for Municipal Action for Gas Leaks Affecting Urban Trees. This Protocol is based on decades of research showing that leaking methane kills nearby trees. It calls for measuring the methane in the root zone of dying trees and enables the town to recover financial compensation from the gas company for damage to town property. BARC recognized a means to save trees and, potentially, people and property from injury but was unsuccessful getting grant funding to purchase the necessary measurement equipment. Town government's position was that they preferred for the town to conduct a more comprehensive program but did not currently have the staffing to accommodate it.

### **Committee Status**



## CULTURAL AND HISTORICAL ACTIVITIES

### Arbor Resources

After two decades as an *ad hoc* committee, helping to create policy, expand local (Select Board) control over town trees, advise on public and, by request, some private development projects; expanding public awareness of arbor issues; and being a liaison to the community regarding their concerns, Town Meeting voted to recognize BARC as an essential component of its governmental body, by establishing it as a standing committee.

#### **Arbor Day/Tree City Certification**

Because of Covid restrictions, BARC and DPW were not able to offer their usual activities to mark the day. The Arbor Foundation waived these elements of the application to be a Tree City for this year, and Bedford was certified as such for its twenty-first year.

#### **(almost) Free Tree Program**

The (almost) Free Tree Program (aFT), a public-private partnership among BARC, the DPW and the community, is a very popular initiative to replenish road-side trees and canopy at minimal cost to the town. Each year ten resident homeowners receive a 2-3" tree, species selected by them, that is purchased and planted by the town. Their obligation is to water the tree during the growing season for three years, something costly to the town. After approximately five years, the residents on the original list had all been contacted by the Town Tree Warden, and BARC submitted a notice to the Bedford Citizen about the program. Within a day, enough residents had responded to keep the program going for another several years. BARC formalized AFT policy, which can be found on the BARC page of the Town website, emphasizing it is a program for individual homeowners on a first-come-first-serve basis.

#### **Community Education**

BARC contributed occasional articles and notices to the Bedford Citizen about tree pleasures, care, concerns, removals and business meetings, and, with assistance from

Town staff, continued to update its page on the town website, making it a rich resource for information on recommended trees and shrubs, best practices for tree care, and threats to trees from pests, invasive species and methane gas leaks.

#### **FY22 PROJECTIONS**

BARC will pursue a policy of no-net loss of public trees in Bedford. BARC will continue research on the effects of climate change on arbor resources in our region and will suggest updates to town practices accordingly. Also, it will continue to research and disseminate information about the documented value of trees in slowing and mitigating the effects of climate change and to encourage the use of green infrastructure, rather than grey, when possible. The committee will continue its involvement with regional gas leaks organizations and will encourage the town to identify methane leaks and have them fixed. BARC plans to offer updates to town policies relating to trees, including community notification when trees under the authority of various entities may be removed. This would not change the controlling authority's prerogatives in any way but will continue to enhance the transparency of town governance to the community. During the recent Eversource project, it became clear that the Scenic Road article is dated and needs to be brought up to current standards. BARC will continue to identify significant public trees, as well as look for an appropriate way for citizens to plant memorial trees in Bedford. The committee anticipates participating in site visits and reviews, meetings and hearings about public and private development projects and hopes to celebrate Arbor Day in a more traditional and expansive way.

## OTHER CITIZEN COMMITTEES

### Bedford Housing Authority

**Jane Puffer, Chair**

#### **PURPOSE**

Bedford Housing Authority (BHA) is a real estate service organization providing affordable housing for people of low and moderate income through direct housing in government owned developments. The Bedford Housing Authority is an independent and quasi-municipal agency, charged by statute with providing safe and affordable housing for eligible persons. It is a public body, politic and corporate, duly organized, and existing pursuant to Massachusetts General Laws, Chapter 121B, and Section 3.

The BHA administers 100 housing units, including 80 units of Chapter 667 Elderly/Handicapped housing at Ashby Place, 12 units of Chapter 200 Veterans/Family housing on Elm Street, and an eight-unit property on Railroad Avenue, which is overseen by the Department of Mental Health. In addition, the Authority also subsidizes 19 units for low-income voucher holders at Bedford Village and administers a contract for 8 rental assistance vouchers throughout Massachusetts.

BHA properties are managed and maintained by the Bedford Housing Authority, with an Executive Director, Administrative Assistant, and a two-person maintenance staff. Funding for maintenance and capital improvements is sourced through property operations, state public housing appropriations, local HOME funds and other sources as needed.

The Board of Commissioners of the Authority is the policy-making body of the agency and is legally responsible for the overall operation of the Authority. The Board of Commissioners are Jane Puffer, *Chair*; William S. Moonan, *Treasurer*; Lauren Crews, *Member*; Ellis Kriesberg, *Member*, and Kim Lovey, *Member*. The Executive Director, along with Authority staff, manages the day-to-day operations of the Authority. There is one full-time and three part-time employees. The board meets on the second Tuesday of each month at 7:00pm using the online application, Zoom or in-person at Ashby Place Community Room. Special meetings are held

when necessary.

#### **FY21 (7/1/20 to 6/30/21) HIGHLIGHTS**

##### **Ashby Place, Elderly/Handicapped Housing**

As of August 2021, there were 1,689 applications on file for elderly/handicapped housing at Ashby Place. In FY 2021, there were ten (10) vacancies filled. Emergencies receive first preference and are placed first on the waiting list, Veteran's receive second preference and Bedford residents receive a local preference and are placed before out-of-town applicants. Currently, 1% of total assets are calculated in with other sources of income for rent calculation purposes. There is no asset limit for applicants of Chapter 667 housing; however, applicants must meet the annual income limits of \$70,750 for one occupant and \$80,850 for two occupants. This year the average rent received in this program is \$429 per month, which includes utilities and is based on 30% of the tenant's net monthly income. Laundry facilities, a Community Building with central cooling and heating, and meeting room space are available for tenant use.

##### **Buildings A & F Roof replacement**

Buildings A & F of Ashby Place roofs, gutters and downspouts were replaced. This project was awarded to Eagle Enterprises, Inc. of Framingham, MA at a cost of \$36,000.

##### **Greater Boston Food Bank**

The Council on Aging (COA) has collaborated with Bedford Housing Authority (BHA) and the Greater Boston Food Bank (GBFB) since August 2018 in providing on-site and/or emergency food at no cost to individuals who qualify. Food is delivered to the BHA Community Room every 3<sup>rd</sup> Thursday of the month. Volunteers set up and distribute the food to Town residents who qualify. The program has been a great success thanks to the hard work, coordination and organization of Alison Cservenschi, Director of the Council on Aging and Danika Castle, Social Worker.

## OTHER CITIZEN COMMITTEES

### Bedford Housing Authority

There are currently over 40 residents enrolled in the program.

#### **Community Building & Building C Roof Project**

This project was awarded to MJS Construction, Inc. of Wakefield, MA at a total development cost of \$99,000. The project began in April 2018 and was completed in May 2020. The project consisted of replacing the windows and doors to the community building, replacing the roof and the roof on Building C, and adding a canopy over the laundry room door. This project is being funded with Operating reserves, HOME funds and State allocated funds.

#### **Elm Street, Family Housing**

As of August 2021, there were 4,864 applicants on our Family waiting list. In FY 2021, there were 2 vacancies. Emergencies receive first preference and are placed first on the waiting list, Veteran's receive second preference and Bedford residents receive a local preference and are placed before out-of-town applicants. Family housing tenants pay 27% of their net income toward rent. There is no asset limit for applicants of Chapter 200 housing; however, applicants must meet the annual income limits of \$80,850 for two (2) occupants, \$90,950 for three (3) occupants and \$101,050 for four (4) occupants. In FY2021, the average rent received in this program was \$576 per month. The tenants pay for all the utilities except water and are given a heat allowance as a deduction from their rent.

#### **Basement Stair Replacement**

Basement steps were replaced in all 12 units. The project was awarded to T4 Construction LLC of Salem, MA at a cost of \$54,500.

#### **Life Management Pilot Program**

The Life Management Pilot Program is providing life management skills training and support through a contracted social service provider, Community Teamwork, Inc. in order to guide affordable housing residents toward increased employment and economic independence" using assessment, specific goal setting and financial

incentives. The initiative is designed to provide a continuum of services that integrates the components of many existing federal and state agency programs to ensure families are connected to all of the resources necessary to stabilize their living situation and improve their quality of life. Community Teamwork, Inc. meets with each participating family one on one on a bi-weekly basis. In addition, monthly programs are also provided, i.e., Financial Education, Runway to Savings and Budgeting. As of the end of June 2021, 13 affordable housing families who are residents of, or hold a Massachusetts Rental Voucher (MRVP) through Bedford Housing Authority are currently enrolled in the program.

#### **20 Railroad Ave.**

This project was built through the State-assisted Chapter 689 Program for special needs populations and is staffed by the Department of Mental Health. The project has two units, each with four bedrooms to assist eight individuals. The project was initially occupied in 1993. Special services include 24-hour professional management staff, central air conditioning, location adjacent to a conservation area, and proximity within walking distance to local stores. Applications and tenancy for Railroad Avenue units are administered by the Department of Mental Health. The BHA completes capital improvements and provides operating maintenance on the property.

#### **FY22 PROJECTIONS**

The BHA's goals moving forward are:

##### **Ashby Place**

Building G, H, J & K roofs, gutters, and downspout replacements

Replace all door handles with lever locksets

##### **Elm Street**

Replacement of roofs.

Continue to preserve affordable housing for a more diversified group and to maintain affordability.

Mark Guetersloh

# OTHER CITIZEN COMMITTEES

## Community Media Committee

**Mark Guetersloh, Chair**

The Community Media Committee serves Bedford’s cable television subscribers by monitoring the operation of the two licensed operators, Comcast and Verizon, and our Public, Educational and Governmental (PEG) access channel contractor, Bedford Community Access Television, Inc. (BCAT) for compliance with their respective licenses and agreements. Also, the committee makes recommendations to the Select Board about the licensing and operation of cable television in Bedford. Members met three times since the pandemic and lack of quorum caused meetings to be placed on hold.

Bedford had a total of 3,857 cable television subscribers as of December 31, 2020. This Figure represents a decrease of 351 subscriber’s year over year.

**KEY ACTIVITIES AND ACCOMPLISHMENTS**

The committee accomplished three important projects during the year:

entered into a new grant agreement with Bedford Community Access Television, Inc. (d/b/a Bedford TV)

encouraged passage of Article 10 at the Annual Bedford Town Meeting for Fiscal Year 2022  
PED Access budget encouraged passage of Article 10 at the Annual Bedford Town Meeting for supplemental funding to allow capital equipment purchases.

The town’s three-year contract with Bedford Community Access Television, Inc. (d/b/a Bedford TV) expired on June 30, 2020. The Select Board granted a six-month contract extension to Bedford Community Access Television, Inc. (d/b/a Bedford TV) effective on July 1, 2020. On December 18, 2020, a new three-year grant agreement was executed. The three-year term of the grant agreement runs from July 1, 2020, through June 30, 2023.

At the May 15, 2021, Annual Town Meeting,

Article 10, PEG Access and Cable Expense Related Budget Fiscal Year 2022 was considered. The Town appropriated the sum of \$228,285 for the PEG Access and Cable Related Budget for the Fiscal Year beginning July 1, 2021; and that in order to meet such appropriation the Town will transfer \$228,285 from the PEG Access and Cable Related Fund. This Article passed by simple majority.

At the May 15, 2021, Annual Town Meeting, Article 11, Supplemental Operating Budget for Fiscal Year 2021 and Articles of the 2020 Annual Town Meeting was considered. The Town will transfer

\$9,420 from the PEG Access and Cable Related Fund to be added to the Fiscal Year 2021 PEG Access and Cable Related Budget. This amount included the cost of a new server for Bedford Community Access Television, Inc. (d/b/a Bedford TV). This Article passed by simple majority.

**CABLE TELEVISION FINANCES**

The Town receives revenue from Comcast and Verizon through multiple surcharges that the companies place on subscriber bills. This revenue is intended to support the Town’s cable-related needs such as operation of the three Comcast and Verizon PEG access channels, Facilities Department expenses for the Old Town Hall studio and office space, the cable-related share of a town-wide communications network, and license renewal expenses. This money is held in a cable television special revenue account. Expenditures from this account are authorized through Town Meeting vote. At the close of FY 2021, the account had a cash balance of \$298,121.

FY 2021 Revenue:

Comcast quarterly support	\$ 93,828
Verizon quarterly support	109,170
Verizon capital funding	27,071
Comcast annual license fee	985

## OTHER CITIZEN COMMITTEES

### Community Media Committee

Verizon annual license fee 1,119  
BCAT FY 2021 budget surplus 5,302  
Total revenue 235,714  
FY 2021 Expenses:  
Town PEG Access Appropriation \$ 200,000  
Studio building expenses 35,000  
Total expenses 235,000

#### FY22 PROJECTIONS

The committee plans to develop a proposed FY 2023 cable television budget for consideration by the Finance Committee and Select Board in early 2022.

Any Select Board discussions about possibly relocating the Town's cable television access facility from the Old Town Hall to another site

will be followed with interest. The committee can offer valuable input on the design and cost of a new facility.

The committee will continue to monitor the Town's cable TV revenues and disbursements and the performance of the licensed cable operators and the PEG access company. Annual Performance Evaluation Hearings with these three companies normally occur in May.

The committee has begun the renewal process for the Comcast license agreement, which will expire in 2024.

### Community Preservation Committee

#### Lauren Crews, Chair

#### PURPOSE

The Community Preservation Act (CPA) allows any city or town in Massachusetts to adopt a property tax surcharge of up to 3% and to use these revenues and state matching funds for open space, historic preservation, affordable housing, and recreation. Bedford voted to accept the CPA surcharge in 2001, and it went into effect in FY02. A Community Preservation Committee (CPC) was formed to study and recommend how Bedford's CPA revenues should be spent.

Twice each year the CPC reviews and updates the Community Preservation Program and Plan. Presentations are heard on the progress of plans in each of the targeted Community Preservation areas. Proposals are solicited and received, using a well-defined process that allows the committee to hear in-depth presentations from proponents of the various projects. Based on the information gathered during this process, the committee votes on preliminary

recommendations for CPA spending and distributes a draft Community Preservation Program and Plan, incorporating the preliminary recommendations. A public hearing is held to review the draft Program and Plan and recommendations. In response to comments received at the public hearing, the Committee revises and submits the final recommendations to Town Meeting for approval. Only Town Meeting-approved recommendations are funded.

Members of the committee are appointed by the Select Board.

Bedford's Community Preservation Program and Plan contains an update on previously funded projects and future funding recommendations. It can be reviewed at Town Hall, the Bedford Free Public Library, and the Town's CPC website page, <http://www.bedfordma.gov/community-preservation-committee>. The webpage includes instructions on how to submit a CPC funding proposal.

Members of the Community Preservation Committee are pleased to help the Town carry out



## OTHER CITIZEN COMMITTEES

### Community Preservation Committee

its long-standing intent of acting to preserve and enhance our town character.

#### **FY21 HIGHLIGHTS**

##### **Annual Town Meeting July 11, 2020**

At the 2020 Annual Town Meeting, the following Community Preservation FY21 expenditures were approved:

Administrative Costs - \$10,000  
 Affordable Housing Consultant - \$30,000  
 Bond Payment for Town Center - \$131,950  
 Bond Payment for the 350A Concord Road - \$394,063  
 Bond Payment for the Town Hall MEP Project - \$98,600  
 Bond Payment for Liljegren Way Field - \$120,500  
 Bond Payment for Bedford Village - \$185,340  
 Bond Payment for Fawn Lake Dredging and Dam Replacement - \$233,557  
 Bedford Housing Authority Life Management Program - \$35,505

#### **FY22 PROJECTIONS**

##### **Annual Town Meeting May 15, 2021**

At the 2021 Annual Town Meeting, the follow-

ing Community Preservation FY22 expenditures were approved:

Administrative - \$10,000  
 Affordable Housing Consultant - \$33,000  
 Bedford Housing Authority Life Management Program - \$36,103  
 Bond Payment for the 350A Concord Road - \$352,365  
 Bond Payment for the Town Hall MEP Project - \$96,475  
 Bond Payment for Liljegren Way Field - \$117,500  
 Bond Payment for Bedford Village - \$178,590  
 Bond Payment for Fawn Lake Dredging and Dam Replacement - \$224,250  
 John Glenn Middle School Tennis Court / Pickleball Court Lights - \$50,000  
 Hartwell Town Forest Boardwalk - \$420,000  
 Skate Park - \$18,000  
 Springs Brook Park Water Capital - \$55,000  
 Town / School Grounds Rehabilitation - \$100,000

Articles postponed indefinitely:

Old Town Hall Renovations and Rehabilitation - \$159,550

## OTHER CITIZEN COMMITTEES

### Depot Park Advisory Committee

**Joseph R. Piantedosi, Chair**

#### **PURPOSE**

The committee's primary focus is to advise the Select Board on matters concerning Depot Park. The committee provides oversight to the Depot Park Revolving Fund, assists with developing financial reports that show current and forecasted revenue and expenses, works collaboratively with the Friends of Depot Park for the acquisition and restoration of historical railroad artifacts, seeks funding from Community Preservation funds, grants and other sources for the preservation of existing structures and other improvements to Depot Park, recommends policies for the tenants and other uses of Depot Park's buildings and properties, identifies maintenance and grounds issues for the upkeep of Depot Park along with capital improvements for its successful operation, reviews all proposals by parties to install signage, vending stations, vegetation, bike racks, benches and any other items on the grounds, and makes recommendations to the Select Board. The committee assists with tenant leases and lease language to protect the historic nature of the Depot Park buildings. The committee always uses its best efforts to recognize and promote the historical value of Bedford Depot Park.

#### **FY21 HIGHLIGHTS**

The committee worked closely with the Facilities Department to negotiate a lease agreement for Unit #1 (a hair salon) to a new tenant, For the Boyz Barbershop.

The Colasanti Hair Studio closed its business prior to the end of its lease agreement with the Town. The committee chair and Facilities Director negotiated a fair settlement with the tenant that was approved by the Select Board. A number of smaller-scale maintenance related projects were completed resulting from inspections by committee members and assistance from the Facilities and Public Works Departments.

Depot Park's revenues and operating expenses are transacted through a Revolving Account that is managed by the Facilities Director with input and oversight from the committee. The account's balance as of June 30, 2021, was \$77,328 (a 12% increase). For FY21, operating expenses totaled \$30,236 (a 25.3% increase) and revenues were \$38,552 (a \$47 decrease) for a net gain of \$8,316. The reduction in revenue from prior years is due to the Freight House welcome center and railroad car remaining closed due to the pandemic and the change of tenants in Unit 1. Expenses increased due to improvements that had to be made to the vacated hair salon for the new tenant.

Rail Diesel Car 6211 was closed most of this period due to the pandemic with the exception of a small rental to immediate family members.

Depot tenants as of June 30 are Babe Ruth Baseball, the Glass Cooperative, Scott's Stone Carving Classes and For the Boyz Barbershop. Under a non-exclusive license, the Friends of Bedford Depot Park continued to operate a welcome center and museum inside the Freight House, which is typically open primarily on weekends during the bikeway season. Due to the pandemic, however, the Freight House welcome center was closed during this entire period.

Restrooms at the rear of the Freight House were closed for most of this fiscal year due to the pandemic. They reopened in May 2021. The Friends of Bedford Depot Park conveyed a donation of \$335.55 to open the restrooms on weekdays in November 2019. This donation may reoccur annually to keep the restrooms open on weekdays earlier in the spring and later in the fall. This is the eighth year of this donation.

#### **FY22 PROJECTIONS**

We intend for Depot Park to be financially

## OTHER CITIZEN COMMITTEES

### Depot Park Advisory Committee

self-supporting, well maintained, attractive and enjoyable for the public. High priorities include:

- Continuing discussions with the Select Board on the tenant leases that will all expire on December 31, 2022.
- Securing a new company that can assist with ongoing groundskeeping maintenance.
- Identifying and correcting site improvements and maintenance needs including Depot Building painting issues, roofing repairs to the Freight House and Depot Building, and the decking around the Depot Building which is deteriorating and warping
- Installing a new interpretive steam locomotive water column replica on the

original water column foundation using funds from the Frank W. Thompson Lodge donation and the Revolving Fund Providing input to Select Board discussions on options to transform the Depot Building, the former VFW Building and Depot Park for other uses such as a Historical Society Museum and cable TV studio and provide a historical perspective of Depot Park that recognizes the success of its current operation. We also have a privately funded slide show that illustrates what Depot Park would look like if the old VFW Building was removed to provide an improved view of the historic Depot Building and more open space.

### Energy and Sustainability

**Emily Prince, Chair**

#### **PURPOSE**

The Energy and Sustainability Committee ("ESC" or "Committee") will proactively identify and advise the Select Board on policies and procedures to efficiently and effectively manage municipal and school energy expenditures and reduce community greenhouse gas emissions.

The Committee shall:

- compile and update data regarding energy usage relative to the town's 2009 energy baseline, developed as part of Bedford's Green Community application
- develop and recommend updates to the energy policies relating to town and school buildings and other town assets
- make recommendations regarding energy conservation, energy efficiency, energy procurement (town and community), greenhouse gas reduction, energy education programs, alternative energy opportunities, and other sustainability initiatives
- coordinate with town staff, consultants and

other community members in the creation and implementation of a Net Zero plan, as may be established

- analyze and communicate how energy use and costs impact the town
- educate and raise awareness among Bedford residents regarding energy efficiency and greenhouse gas reduction

#### **FY21 HIGHLIGHTS**

The Energy and Sustainability Committee continued to promote Bedford's Community Choice Aggregation program which took effect in FY2019 and expires on December 31, 2021. The Town renegotiated the Community Choice Aggregation contract during the spring of 2021. The Committee recommended to the Select Board that the default amount of local renewable energy increase from 5% to a minimum of 15%. The Town secured a three-year contract providing for a default 20% local renewable energy. The total clean energy provided to participants is comprised of the 20% default, plus the Clean Energy Standard set by the Commonwealth, 22% for 2022. Thus, under the new contract, total renewable

## OTHER CITIZEN COMMITTEES

### Energy and Sustainability

energy in the contract default rate will be 42% in 2022, rising to 44% in 2023 and 46% in 2024 due to the Clean Energy Standard incremental increases of 2% per year. Electric rates (basic, default (42% green), 50% green, and 100% green) for Bedford residents are locked in through December 2024. Additionally, Bedford residents have the choice of opting up to 50% or 100% renewable energy.

Upon review of the Net Zero Report, the ESC determined that creating a sustainability position should be prioritized. The Net Zero report highlighted the importance of having a dedicated staff person to manage and implement strategies to significantly reduce carbon emissions from commercial, residential, and municipal buildings.

In June 2021, ESC and the Bedford chapter of Mothers Out Front co-hosted a virtual public forum featuring sustainability directors from Arlington, Concord, and Natick. The forum highlighted the myriad benefits of hiring a staff person to implement and manage the Town's Net Zero Plan, as well as other sustainability initiatives. The forum served as an opportunity to increase community awareness of the need to have a sustainability position within the Town government structure.

ESC tracked and promoted curbside composting within the community. There was a substantial increase in participation in the Black Earth curbside composting program between October 2020 and June 2021. In October 2020, 166 Bedford households participated. By the end of June, there were 290 households participating in Black Earth curbside composting.

ESC submitted a letter to state legislators requesting that the Next Generation Road Map climate legislation include a net zero stretch code. A net zero stretch code, coupled with the

expansion of the Board of Building Regulations and Standards membership to include energy experts, would ensure building energy efficiency goals are highlighted and properly considered. The final bill, An Act Creating a Next Generation Roadmap for Massachusetts Climate Policy, included a net zero stretch code and was enacted in March 2021.

In March 2021, the Energy & Sustainability Committee co-sponsored Carbon Countdown 2021, a virtual conference about state climate legislation and how local towns can successfully promote and implement sustainable practices. Carbon Countdown 2021 was co-sponsored by a consortium of towns and climate action groups supporting sustainability, climate change mitigation and adaptation.

#### **FY22 PROJECTIONS**

In FY22, ESC will continue to promote the Town's Community Choice Aggregation program and encourage residents to opt up to 100 percent renewable energy through a targeted marketing campaign developed in collaboration with Good Energy and the Town Manager's office.

ESC will assist with the implementation of Bedford's Net Zero plan. Specifically, the Committee will recommend that the Town hire a dedicated staff person in FY23 to manage and implement Net Zero and other sustainability initiatives. ESC will collaborate with the Director of Facilities, Select Board and Town Manager's office to identify and prioritize strategies set forth in the Net Zero report.

ESC will continue to advocate for community composting, highlighting the associated cost savings in addition to the environmental benefits. The Committee will aid in the rollout of town-based composting and reduction of food waste in schools, when such programs can be adopted.

## OTHER CITIZEN COMMITTEES

### Energy and Sustainability

ESC will continue to serve as a resource for community members interested in learning more about clean, renewable energy and sustainable practices. The ESC website will be periodically reviewed and updated to reflect information germane to this objective.

ESC will collaborate with Bedford Arbor

Resources Committee to highlight the detrimental impact of gas leaks on trees, carbon emissions and public health.

ESC will identify and liaise with town boards and committees that share goals of conservation, sustainability and energy efficiency.

### Municipal Affordable Housing Trust

**Christina Wilgren, Chair**

#### **PURPOSE**

The Bedford Municipal Affordable Housing Trust (MHAT) works towards the creation and preservation of affordable housing in Bedford for the benefit of low- and moderate-income households. MAHT works cooperatively with other local government boards and committees, state agencies, and local non-profits. It is a joint committee composed of seven members appointed by the Select Board for two-year staggered terms. The seven members include two Select Board members, the Town Manager, two members of the Bedford Housing Partnership, and two members at large. All of the members are appointed by the Select Board and meet as needed.

#### **EMPLOYEE STATISTICS**

The Town Manager's Office provides staff support.

#### **FY21 HIGHLIGHTS**

During the unprecedented COVID-19 which has put incredible housing strain on many residents, the Trust instituted the Emergency Rental Assistance Program (ERAP). This assistance is for low to moderate income households which have been impacted by COVID-19 and have not already received state emergency rental assistance. The Regional Housing Services Organization (RHSO)

modeled Bedford's program on Acton's ERAP and administered the program for Bedford. The payment is based on unit size and is paid directly to the landlord for four months with two possible renewals for up to 12 months of support. The Trust initially funded it with \$40,000 but later increased it to \$60,000 to ensure we covered all those in need. It is run on a rolling basis so any qualified applicant can receive assistance immediately. The program operated for 12 months; between September and August 1, 2021. During that period, 16 applications were received and 12 households were determined to be eligible and provided rental assistance. Of those 12 households, two renewed twice (assistance between 8-12 months), 6 renewed once (assistance between 5-8 months) and the remaining 4 households received on round of assistance. The program closed in July 2021 and made final payments in August 2021, after providing assistance to 12 individual Bedford households for a total of \$41,100. Although the need is still present, the Commonwealth emergency rental assistance programs have increased their scope and households requesting assistance are now referred to those programs.

During FY21, the MAHT restarted the Small Grants Program with \$40,000 for 7/1/2020 – 6/30/2021 over two cycles spring and fall. We worked to refine the application such that funds are clearly focused on those in actual need and for health and safety or severely



## OTHER CITIZEN COMMITTEES

### Municipal Affordable Housing Trust

substandard conditions, and increased the grant maximum per application from \$3,000 to \$4,000 in light of the increased cost of materials and labor. We also temporarily required only two substantiated contractor estimates rather than two dues to the difficulty in finding contractors during the COVID-19 induced uptick in the construction industry. These grants have a few repayment triggers including selling or renting the property within 12 months of the repair and failure to notify the town of the intent to rent or sell with 120 days advanced notice and bad faith actions. However, if those who qualify are still in need of further repairs, they can reapply for other rounds of grants up to a maximum of \$10,000. There were several applications considered. The MAHT approved four grants for home repair assistance in January 2021 and approved four grants for home repair assistance in June 2021 for low to moderate-income households to make safety repairs and increase their security that they would otherwise not be able to afford. In summary, the MAHT committed \$27,400 in small grant awards to eight households in FY21 and recipients have 1 year from the award letter in which to sign contracts, complete projects and submit receipts for payment which is made directly to the contractor. Thus far one Small Grant has been paid for \$4,000 from the January 2021 round.

During FY21, RHSO reported that they submitted Bedford's FY22 Annual Action Plan to the Newton HOME Consortium to be included in their 13 member-town consolidated plan. Though Bedford receives about \$17,000 in HOME funds, from which about 10% is deducted for administrative expenses, the restriction as to how it may be expended require that all properties and recipients meet the 60% AMI qualification, which is lower than the normally utilized 40B at 80% AMI. HOME Funds support the Initial Rental Assistance Program (IRAP) providing assistance in making first month's rent and security deposit for qualified renters. Funds

can be used for rehabilitation of rental units as has been done at Ashby Place, acquisition and construction of new rental or ownership properties though due to deed restriction conflicts between Department of Housing and Community Development and HUD HOME Funds such units cannot be counted on the SHI.

During FY21 some Trust members attended the Citizen's Housing and Planning Association's (CHAPA) Housing Conference on Zoom and other housing related Zoom offerings. Continuous learning about housing issues and possible solutions is critical as the housing market continues to grow ever more expensive and modest sized homes disappear in Bedford. We need to be creative, compassionate, and able to recognize the incredible strain of housing insecurity as we continue to search for solutions.

During FY21, the MAHT continued to offer the Rental Assistance Program using HOME Funds to provide security deposit and first month's rent from HOME Funds. Likely due to the pandemic, there were no Initial Rental Assistance recipients in FY21.

The MAHT supported the Planning Board's four Zoning Bylaw Amendments and Bonus Articles that support detached Accessory Dwelling Units and green and accessible design as well as the 90-unit Senior Assisted Living facility proposed for 240-244 South Road. The Trust hopes that affordable units will be included in this unique housing for seniors in need.

The MAHT kept informed about new affordable housing opportunities such as the second phase of Bedford Woods with 6 affordable townhouse condominiums for families qualified at the 80% AMI, resale of 4 Carter Way, and the 330 South Road proposal. However, perhaps increased exposure of housing related projects at the initial stages including specifically those without affordable units planned, might help Bedford find a way to work with developers to include affordable units. The funding for the Regional Housing Services Organization had to be

## OTHER CITIZEN COMMITTEES

### Municipal Affordable Housing Trust

increased by \$6,000 as they stepped up to handle all of the extra inquiries and application processing during this past year.

The first joint MAHT and Bedford Housing Partnership meeting was held June 2021 to consider various options for actions that we can take to further affordable housing in Bedford using the Select Board's Housing Study and other resources. In order to increase effectiveness and efficiency we want to remove information barriers between these housing committees and other town committees as we move forward.

#### **FY22 PROJECTIONS**

The Small Grant Program will continue to be offered to qualified applicants in need.

The Initial Rental Assistance Program will continue to be offered using HOME Funds.

Using the Select Board's 2019 Housing Study, the Council on Aging's Community Needs Assessment and the most recent housing cost and demographic information updated with 2020 Census information as well as best practices from around the Commonwealth and the country, we anticipate a more active FY22 in helping address affordable housing issues. We look forward to working with the Bedford Housing Partnership, the Council on Aging, the Planning Board, other committees and other potential community partners and stakeholders in FY22.

Currently, there are 981 units in the Subsidized Housing Inventory (SHI) in Bedford, which accounts for 18.43% of total Bedford households. Of these 981 units, 581 units are restricted and 400 units are market rate.

There are an additional six non-SHI units in Bedford that are restricted. Therefore, a total of 587 restricted units account for 11% of total Bedford households. Of these 587 units, 526 units are rentals. Of these 526 rentals, 80 units (15%) are age-restricted; 236 units (45%) are non-age-restricted; and the remaining 210 units (40%) are specialized such as for veterans, or special program, etc. There is housing insecurity in Bedford at various stages in life and life circumstances (single, single-parent, two parent household, multigenerational households, disabled, underemployed or underpaid, etc.). Although our SHI is 18.43% the actual percentage that is considered "affordable" is ~11% because of a design flaw in the original legislation which allows every unit to be counted (including the market rate rental units) in the SHI even if only 20% or 25% are actually restricted to low to moderate income households. Secondly, due to the high area median income, the 80% AMI level of "affordability" leaves too many of the least well off completely out. There are multiyear waitlists for Ashby Place and Elm St and myriad applications for the few affordable unit homeownership lotteries and the Housing Study noted many as either as "housing cost burdened" or "severely cost burdened."

The Trust will look to support affordable ownership opportunities and deepen the depth of support for those below 80% AMI, support the implementation of detached Accessory Dwelling Units, zoning changes that support improvements in Bedford's variety of affordable housing such as two- family homes or other configurations that meet the needs of residents.

## OTHER CITIZEN COMMITTEES

### Patriotic Holiday Committee

**Paul Purchia, Chair**



#### **PURPOSE**

The Patriotic Holiday Committee's primary focus is planning town ceremonies for Memorial Day, Veterans Day, and other patriotic holidays and events with a focus on recognizing Veterans of the US Armed Services. The committee provides advice and recommendations to the Select Board concerning town-owned veterans' memorials on the Town Common and Veterans Memorial Park, including any proposed changes and/or additions to these memorials. When appropriate, the committee also uses its best efforts to recognize and promote the contributions and sacrifices made by our Veterans.

The Patriotic Holiday Committee consists of nine volunteer members appointed by the Select Board.

#### **FY21 HIGHLIGHTS**

Based on the recommendations of the Town Charter & Bylaws Review Committee and the Select Board, Town Meeting approved changing the Patriotic Holiday Committee from an Ad Hoc committee to permanent committee status. The committee continued to work with the Select Board, school administrators, veterans organizations, and various town committees and civic organizations on behalf of our veterans.

#### **Veterans' Day - November 11, 2020**

In accordance with state public health

guidelines, public town ceremonies honoring our veterans were canceled and a virtual Veterans Day ceremony was organized by the committee and recorded by Bedford TV. The virtual ceremony included opening remarks by Chair Paul Purchia, an opening prayer, Pledge of Allegiance led by Bedford Boy Scout Troop 194, singing of the National Anthem by Kevin Dougherty, followed by speeches by Col. Katrina Stephens, CMSgt. William Hebb, Jon O'Connor (American Legion), Rev. Al Chisholm (VFW), Select Board Chair Ed Pierce, State Representative Ken Gordon, and State Senator Mike Barrett. Veterans were honored with pre-recorded tributes by scouts and students. The singing of God Bless America, the sounding of TAPS and a closing prayer concluded the ceremony.

#### **Memorial Day - May 31, 2021**

As a result of the Covid 19 pandemic, the town parade and town ceremonies honoring our fallen veterans were canceled. These ceremonies included those held at Shawsheen Cemetery and the Shawsheen River, the Old Burying Ground, the Fallen Veterans Memorial at Bedford High School, the WWI Memorial on the Town Common, and the ceremony at Veterans Memorial Park. Several small veteran ceremonies were held at the American Legion, Shawsheen Cemetery and Shawsheen River, and at Veterans Memorial Park. In lieu of large, in-person town ceremonies a virtual Memorial Day ceremony was organized by the committee and recorded with the assistance of Bedford TV. The virtual ceremony included opening remarks by Chair Paul Purchia and reflections by Col. Katrina Stephens, CMSgt. Hebb, Select Board Chair Margot Fleishman, State Representative Ken Gordon, and State Senator Mike Barrett. Opening and closing prayers were led by John Cooper representing the American Legion and VFW. Vice Chair Joe Piantedosi recognized and thanked all veterans for their service. He then read a Final Roll Call of Bedford veterans who had passed on during the past year. A closing prayer concluded our ceremonies.

## OTHER CITIZEN COMMITTEES

### Town Center

**Keith Backman, Chairman**  
**Fay Russo, Consultant**

Town Center of Bedford, Inc., a non-profit 501©(3) organization, has managed rentals in the Town of Bedford building (former Union/Center School) (Town Center) since July of 1985. Rental management of The Great Room in Old Town Hall was assumed in FY05, as well as rentals of Rail Diesel Car at the Bedford Depot in the fall of 2009. All of these properties are owned by the Town of Bedford. Although Town Center of Bedford, Inc. manages the rentals and invoicing for the leases, spaces are leased by the Facilities Department and then voted upon by the Select Board.

#### **PURPOSE**

The purpose of Town Center of Bedford, Inc. is 1) to preserve the former Union/Center School (Town Center), Old Town Hall, and RDC #6211; 2) to provide space at Town Center for town departments, non-profit organizations, and rentals by individuals; 3) to provide space at Old Town Hall for tenants and occasional rentals; 4) to provide a novel setting for small parties and meetings in the RDC #6211, and 5) to make a contribution to the quality of life in the Town of Bedford.

#### **EMPLOYEE STATISTICS**

1 full-time paid Consultant, serving as Town Center Director/Facilities Coordinator.

#### **FY21 HIGHLIGHTS**

Spaces in each of the locations have been leased or rented to: Babe Ruth Baseball and Softball League, Inc., The Glass Cooperative, Scott Cahaly, and For The Boyz Barber Shop at Bedford Depot. Bedford T.V. remains a tenant in Old Town Hall; Minuteman Senior Services, Recreation Kids' Club, and Iskvelahang Pilipino continue in the Town Center building.

In August of 2020 the Shawsheen Room on the first floor of Town Center was converted to a Food Bank. Every Thursday evening

volunteers distribute groceries at the rear of Town Center to the families in their cars.

In July and August of 2021 the Nrityanjali School of Dance rented the Great Room in Old Town Hall for eight sessions in preparation for the final recital by students as conducted by the teacher, Jothi Raghavan, who is moving out of state to be with family. She has been rehearsing students on the art of Indian dance at Town Center since 1992.

Town Center was locked to the public through a portion of the pandemic; however, employees transferred their "home" offices to their town offices at the end of June of 2020. Minuteman Senior Services continued throughout the pandemic with its distribution of food to the elderly by volunteers driving to various locations in town. Upon the summer opening in 2021 Minuteman Senior Services arranged and delivered lunches to the elderly on the second floor Flint Room in Town Center on Mondays, Wednesdays, and Fridays. As of June 2021 rentals began in the rail car at the Bedford Depot and at Old Town Hall with the bulk of scheduling in Town Center in September, 2021.

#### **Town Center**

The Union School Room on the second floor of Town Center is used by dance organizations as rehearsal space and for exercise classes. In varying sizes, available for rental is the Flint, Fitch, and Mudge Rooms for meetings.

#### **Old Town Hall**

A popular site for parties such as bridal and baby showers, birthday and anniversary parties, and memorial gatherings are very frequently booked in the third floor Great Room. The fee charged also covers the set-up with a custodian remaining on the premises for services and available for clean up.

#### **Rail Car**

On permanent display at the Bedford Depot the rail diesel car is enjoyed by train enthusiasts of



## OTHER CITIZEN COMMITTEES

all ages. The entry section of the car holds many artifacts about railroading; the former baggage car has several tables and chairs for the service of food or for meetings, and twenty-two double-sided seating completes the car.

### **Maintenance**

During the shut-down to the public, repairs and heavy-duty cleaning, painting, and floor polishing of town buildings have been the focus of the personnel from the Facilities Department. And this includes Town Center and Old Town Hall.

### **Administrative**

The invoicing and accounting of revenue from the leases and occasional rentals continue to be handled by the Town Center Director/Facilities Coordinator, with the funds deposited in the Old Town Hall and Town Center and/or Depot Park Revolving Funds. Expenses are processed, accounted for, and disbursed from the Revolving Funds.

The Federal and State tax returns of Town Center of Bedford, Inc. (a non-profit organization) are filed within five months from the end of the fiscal year, along with the requirement of the Secretary of State to file an annual report by non-profit organizations.

The Town Center Board of Directors elected at its most recent annual meeting were: Keith Backman, chairman Thomas Larkin, vice-chairman, Geraldine Welch, secretary, Suzanne Neal, treasurer, and William Moonan, member/liaison from the Select Board. Board members receive no compensation.

### **FY22PROJECTIONS**

A goal from March of 2020 was to resume full scale leasing and renting of space for dance rehearsals, parties, and meeting space in Town Center, Old Town Hall, and RDC #6211 – and this continues to be a goal for the future.

## Transportation Advisory Committee

### **Scot Shaw, Chair**

#### **PURPOSE**

The Transportation Advisory Committee (TAC) has the following charge from the Select Board: “To examine, evaluate and advise the Select Board regarding board actions and measures that will improve overall resident mobility, expand the use of non-automobile based methods of local and regional transportation, and improve traffic circulation and availability of transportation services that implement the transportation-related recommendations of the Town’s Vision Statement and Comprehensive Plan.” [Article 32 of the town’s general bylaws]

The responsibilities of the committee as outlined in the town’s bylaws are:

- To identify priority locations for sidewalk and crosswalk additions and extension and to

secure public support for proposed sidewalk projects.

- To determine feasibility of preferred traffic calming and safety techniques/locations including signage improvements consistent with sound engineering principles.
- To recommend intersection and roadway improvements as well as bicycle path/route upgrades and additions.
- To investigate expansion of transportation services including interconnections with neighboring Town services and MBTA services.
- To engage residents and businesses in the establishment of a Transportation Management Association or similar employer-based organization.
- To identify funding opportunities for implementation of recommended actions.



## OTHER CITIZEN COMMITTEES

### Transportation Advisory Committee

#### **MEMBERS STATISTICS**

The committee is composed entirely of volunteers with no paid staff. The committee consists of seven members appointed by the Select Board, to include one Select Board member and one Planning Board member, one member each representing bicycle interests, pedestrian interests, local business interests and two at-large residents. The committee has had one vacancy for the past year. Charles Ticotsky from the Town Manager's Office has been assigned to assist the committee with remote meetings during COVID-19.

#### **FY21 HIGHLIGHTS AND UPDATES**

##### **Transition to Remote Meetings**

As with all boards and committees, TAC adjusted this past year to holding meetings remotely over Zoom. The committee itself has been successful in this, including continued regular joint meetings with the Bicycle Advisory Committee (BAC). There has been little resident engagement during TAC meetings this past year, however.

##### **South Road Sidewalk**

The committee consulted with Jeanette Rebecchi from the Department of Public Works (DPW) on design plans for a sidewalk construction along South Road. This has been one of the major sidewalk projects prioritized in the Pedestrian and Bicycle Master Plan. Plans were mailed to impacted residents and finalized, and funding approved as part of the FY22 budget request. Construction is expected

to begin during the summer of 2021.

##### **North Road Chelmsford Road Intersection**

The committee worked with DPW and BAC to review and comment on plans for the redesign of the intersection and North Road and Chelmsford Road. The redesign will include lights to improve turning, bicycle lanes, and crosswalks. Additional sidewalk construction in the area will also improve pedestrian access.

##### **Correspondence**

The committee has had, for a number of years, an email address listed on the town's web site. This allows residents to contact the committee as a whole easily with questions and concerns. This year, we have continued to field requests for traffic calming, sidewalk and crosswalk additions, bicycle accommodations, and so on. We respond to each of these questions and request information from relevant town departments to pass on to residents.

#### **FY22 PROJECTIONS**

Address continuing issues with bicycle accommodations on the Great Road as further portions of the Master Plan are implemented. Support the town's efforts to successfully design, engineer, and implement the extension from the existing Minuteman Bike Trail in the Railroad Avenue area to the planned and approved extension from the Middle School to Concord Road along the town owned railroad bed and current unpaved but well used path.

## OTHER CITIZEN COMMITTEES

### Volunteers Coordinating Committee

**Joseph R. Piantedosi, Chair FY21**  
**Jennifer Kelley, Chair FY22**

#### **PURPOSE**

The Volunteer Coordinating Committee (VCC) is established by Bedford's Charter to assist in identifying and recruiting qualified candidates for all appointive offices in the Town, with the following exception: paid Town staff positions, elected officials (unless a vacant position needs to be appointed between elections) and candidates for the VCC itself.

The VCC makes every attempt to identify multiple candidates so that the appointing authority (usually the Select Board) has more than one individual to consider for each appointment.

To meet its goals of recruiting potential candidates for committee vacancies during FY21, the members of the VCC continued to follow the policies adopted over the past few years which include:

1. Maintain contact with the chairs of all appointed boards, committees, and commissions. Through this liaison arrangement, the VCC can ascertain whether the committee experiencing the vacancy has any special recommendations for the vacant position or seeks specific qualities in the candidates under consideration.
2. Treat all appointees equally who meet the minimum qualifications for appointment.
3. Encourage all potential applicants to read the most recent Bedford Annual Town Report and the Town Bylaws to understand the missions and activities of the committee of interest.
4. Urge all potential candidates for appointment to attend a meeting of the

committee of interest.

5. Inform the appointing authority of all the potential appointees who meet minimum requirements, even if it (VCC) recommends only a certain number of candidates to the appointing authority for interviews.
6. Contact individuals who were not appointed – as well as residents who are not quite ready to volunteer – to encourage them to consider other committee openings.
7. Continue to utilize as a guide to evaluate applicants for Finance Committee (FinCom) and Capital Expenditure Committee (CapEx) vacancies.

“Tier 1” criteria are the “most important” for VCC consideration:

- a. A candidate understands the time requirements for serving on FinCom and CapEx and can demonstrate an ability to meet these time demands.
- b. Town Meeting attendance is required, verified by the Town Clerk's official records, if necessary.
- c. Attendance at FinCom/CapEx meetings is required (provided such meetings are available) to understand these committees' fiscal roles and responsibilities.

“Tier 2” criteria are “somewhat important” for VCC consideration:

- a. Business experience is desirable, but not compulsory.
- b. Finance/accounting/budget experience is desirable, but not compulsory.
- c. Participation on other town government committees (elected or appointed) is desirable, but not compulsory.
- d. Participation in local non-government organizations (church, school, sports, etc.) is desirable but not compulsory.
- e. Recommendations from the committee that has the vacancy.

## OTHER CITIZEN COMMITTEES

### Volunteers Coordinating Committee

#### FY21 HIGHLIGHTS

During the past year the Volunteer Coordinating Committee implemented a comprehensive “Recruitment Strategies” plan (see below which includes progress to date) to meet the Select Board’s goals to recruit applicants new to town government and also applicants who reflect the diverse demographics of our town. Our plan helped us reach out to a wide variety of town groups and individuals that helped us fill the backlog of vacancies created by Covid.

#### Recruitment Strategies

1. Identified school organizations and methods for communicating vacancies to them . The VCC requested assistance from these groups in two ways. One, by communicating directly with the leaders of the school/parent organizations, including the three Parent Teacher Organizations (PTOs) and the Parents Diversity Council, we asked that the mission of the Town to recruit more diverse applicants for volunteer committees be communicated to their boards during their regular meetings. This tapped into several potential groups which already include Bedford citizens willing to volunteer but who may not be as aware of opportunities at the Town level. Second, each of the school organizations sends out a weekly or daily electronic newsletter with community information. They were all willing to publish information we provided regarding Town Committee volunteer openings. This included either our full flyer or a link to it on the Town Website, depending on the group.
2. Established a list of all Town Committees with a short description of each one. We coordinated with the Town Manager’s office to keep a list of each committee with

current vacancies published on VCC’s webpage. Individuals are then able to link to that committee, or any committee, for more information on its activities.

3. We continually updated the Volunteers Needed flyer – the flyer now hyperlinks to the Town’s VCC webpage, which includes item 2 (above). We also created a version of the flyer that is shared with school/parent organizations per item 1 (above).
4. Sent periodic emails to all Town Committee members with a copy of the “Volunteers Needed Flyer”. The initial reach out via this email included information on the new goals of the town, in particular to seek out those new to committee service as well as more diverse applicants. Our committee liaisons also contacted chairs of committees that had vacancies to share with us the more relevant skills and knowledge needed for their committee, to help us in recruiting suitable volunteers. This initial email encouraged all committee members to consider reaching out to their network to disseminate this information.
5. Identified key persons in the list of Town organizations to whom to send the “Volunteers Needed Flyer”. Using the Bedford Cultural Council’s list as a foundation, the VCC: 1) identified missing contact people from the current list, and 2) researched further cultural organizations in Bedford not yet included therein. This process was similar to #4 above while reaching many more individuals who may not already serve on a committee but who are connected to involved citizens.
6. Video Segments on Town Committees: Work with Bedford Cable TV (BCAT) to create a short video about the committee with a committee member. If a committee chair or member prefers, we can also conduct a short interview to record for this

## OTHER CITIZEN COMMITTEES

### Volunteers Coordinating Committee

segment. We will use the videos as needed for committees that have longer term vacancies and or three or more vacancies when needed. **Note:** due to time constraints and scheduling difficulties in part due to Covid, videos were not developed during this fiscal year. Social Media Spotlights, detailed in the next item, were thought to be more conducive to the current environment and easier to accomplish. The VCC will revisit video segments in the coming year as well as the few other items on this list that have not yet been completed.

7. Social Media Spotlights on Town Committees: Using the committee descriptions from #2 above, the VCC worked with committee members, the Town's IT professional, and The Bedford Citizen to create spotlights of committees with current openings, with an emphasis on those committees which typically have difficulty filling positions and/or have a long-standing vacancy. The VCC first wrote an article for the Citizen with input from the committee being highlighted, then created a Facebook post on the Town's page. Both of these were posted with a link to the committee's information on the VCC's webpage. This valuable information was easily shareable on social media for any town officials, as well as the VCC, to share with their circles. This action item was completed for two committees, the Conservation Commission and the Zoning Board of Appeals, and is currently in the process for others at the present time. The third installment for Bedford's Arbor Resources Committee will be published soon.

8. Sponsor a Town event and/or be part of a Town event to recruit volunteers. Given the current COVID-19 crisis, the VCC has

come up with two possibilities for live events to be explored.

- a. First, the VCC will begin working on ideas for an in-person event that can take place once COVID-19 restrictions are lifted.
- b. In the meantime, however, we can coordinate a virtual Zoom event, perhaps with some collaboration with the Town Manager's office, to highlight what committees do and showcase those with openings. Given the number of committees, our thought is that a virtual event would have to focus on committees with current openings at the time of the event. **Note:** due to similar reasons as number 6 above, both a virtual and in-person event will need to be re-visited in the coming year. The VCC will work to determine the necessity and practicality of these events as the year progresses.
9. Town Meeting Presentation – Hand out flyers at Annual Town Meeting and do a presentation just prior to the start of Town Meeting. Please note: while this had been a successful method in the past, due to the length of ATM this year, the flyer was included in the printed materials on-site and in the warrant, and was still shown to be successful. Presentations can be re-visited for the next town meetings.
10. Distributed Volunteers Needed Flyer to all local media outlets in addition to all groups mentioned in the above points. Working to establish a frequency timetable with the Bedford Citizen and Bedford Minuteman in order to update residents throughout the year at various intervals.
11. The Volunteer Coordinating Committee is committed to ensuring that all applicants who apply for Town committees are treated fairly, equally, and with respect. We

## OTHER CITIZEN COMMITTEES

### Volunteers Coordinating Committee

also want to reach out to all applicants who apply and are not appointed to consider other committee opportunities. We encourage the Town appointing authorities to join us in achieving this goal.

During FY21, the VCC's actions at its monthly meetings resulted in the approval of 18 candidates that were interviewed by the appointing authorities to fill vacancies on the vast majority of boards, committees and commissions.

Other major activities performed by the VCC this fiscal year, in addition to all those detailed in the FY21 Highlights section above were:

- Due to the COVID-19 pandemic, the VCC held 12 virtual meetings. The reappointment process by the Select Board which was typically done in May in past years was spread out over a longer time period due to the pandemic and the new process of reappointing members individually. Members requesting reappointment are now required to submit reappointment application forms.
- Updated the VCC applicants' approval criteria.
- Established a written VCC/Town communication criteria for candidates.
- Provided input to the Select Board for the new committee handbook.
- Updated the "Volunteers Needed" flyer throughout the year to assist with committee vacancy recruitment.
- Worked with the Select Board and Town Manager's office to update the Volunteer Questionnaire to include information on where/how the candidate was exposed to information on the relevant committee's openings. This has already proven helpful to track the success of both our old and new recruitment strategies.

- Developed the "VCC/Town Communication Procedures for Candidates" document in order to streamline the process of working with interested candidates.

### FY22 PROJECTIONS

The VCC will continue implementation and follow up on its Recruitment Strategies Master Plan for marketing committee vacancies to Bedford residents in an effort to encourage more residents to participate in Town committees. Some strategies for the coming fiscal year will include:

- Continually revisit and take action steps towards all items detailed above in the FY21 Recruitment Strategy document developed by the committee. Determine timeline for repeated actions and discuss the practicality and necessity of items not yet implemented when safe and practical to do so.
- Update the presentation and/or slides needed for Town Meeting announcements and coordinate with the Town Moderator.
- Contact candidates who were not appointed to their desired committee and point out other vacancies.
- Reach out to committee chairs and other committee members for potential applicants. This can occur outside of the regular communications sent to town committees in writing per the Recruitment Strategy document as needs arise.
- Continue to brainstorm new methods by which recruitment of qualified candidates may occur.
- Continue to communicate with the Select Board and Town Manager's office to assess progress and ensure the effectiveness of procedures.



# TOWN CLERK AND ELECTIONS

## Board of Registrars

### Board of Registrars

The four-member Board of Registrars consists of not more than two members from each of the major political parties -- the Town Clerk and three Select Board-appointed citizens who are recommended by the Democratic and Republican Committees.

James Martin (R)

William Speciale (R)

Anita Feld (D)

Bridget Rodrigue (D), Town Clerk

### PURPOSE:

The Board's purpose is to assist the Town Clerk's Office in protecting the integrity of the Voters' List by ensuring proper additions, subtractions, and political designations. Information is collected during the annual census to make sure the voting list is accurate.

On August 9, 2018, Massachusetts became the 14<sup>th</sup> state in the country to adopt an automatic voter registration (AVR) system. Effective January 1, 2020, state residents who meet the AVR criteria will automatically be registered to vote when they make a transaction at the Registry of Motor Vehicles (RMV) or through MassHealth and the Massachusetts Health Connector. Due to this new law, the Town Clerk's Office has seen a large increase in voter registrations through the State's Voter Registration Information System (VRIS).

### POLITICAL PARTIES:

The Commonwealth of Massachusetts recognizes two political parties and thirty political designations. The two recognized political parties are: Democratic and Republican. Authorized political designations are: American First Party, American Independent Party, American Term Limits, Conservative Party, Constitution Party, Green Party USA, Green-Rainbow, Interdependent 3rd Party, Latino-Vote Party, Libertarian, Massachusetts Independent Party, Natural Law Party, New Alliance Party, New World Council, Pirate, Pizza Party, Prohibition Party, Rainbow Coalition, Reform Party, Socialist, The People's

Party, Timesizing Not Downsizing, Twelve Visions Party, United Independent Party, Unity Party, Veterans Party American, We The People, Workers Party, Working Families, and World Citizens Party. Voters may also choose to remain "unenrolled".

NUMBER OF VOTERS BY PARTY:	
Democratic	2,885
Republican	945
Green-Rainbow	6
Libertarian	34
Unenrolled	6,467
Political Designations	40
<b>Total</b>	<b>10,377</b>

### FY21 HIGHLIGHTS:

#### **Town Meetings**

The 2020 Annual Town Meeting scheduled to be held on March 23, 2020, was recessed and continued multiple times due to concerns with large group gatherings during the COVID-19 pandemic. The meeting was finally held outside on Sabourin Field on July 11, 2020 - the first outdoor meeting of its kind in Bedford. The Town Meeting was conducted in one day with a total of 209 registered voters in attendance. An overview is included elsewhere in this report. A Special Town Meeting was also held on July 11, 2021. There were 212 registered voters in attendance. An overview is included elsewhere in this report.

With COVID-19 concerns still high, the 2021 Annual Town Meeting was held for the second year in a row outside on Sabourin Field on May 15, 2021. There were 324 voters in attendance. An overview is included elsewhere in this report.

#### **Caucus**

Bedford holds a Town Caucus, allowed under M.G.L Chapter 53, Sections 117-121 in January to nominate candidates for elected town offices. Due to concerns with COVID-19, the

# TOWN CLERK AND ELECTIONS

## Board of Registrars

Caucus was not held this year. Instead, candidates were required to pull nomination papers.

### Elections

#### State Primary – September 1, 2020

The State Primary was held on September 1, 2020. To encourage voting, the State's Elections Division sent every registered voter in the Commonwealth a vote by mail ballot application. The Town Clerk's Office also held in-person early voting to provide registered voters another option for voting during the pandemic. Out of the 10,413 registered voters in Bedford, 4,479 or 43% of the voters participated in this election. Of the 4,479 ballots cast, 3,864 were Democratic, 601 were Republican, 1 was Green-Rainbow, and 13 were Libertarian.

#### Presidential Election – November 3, 2020

The Presidential Election was held on November 3, 2020. The State's Election Division sent all registered voters who had not already requested a vote by mail ballot, another vote by mail ballot application. Of the

10,657 registered voters, approximately 6,200 voted early. This meant a lot of work was done prior to election day. The Town Clerk's Office and Election Workers were very busy in the weeks leading up to the election - mailing out ballots, staffing in-person early voting, and processing all the returned ballots. In total, 8,902 votes or 83.5% of the voters cast ballots at this election.

#### Post-Election Audit – November 6, 2020

Per M.G.L. Chapter 54, Section 109A 3% of precincts in the Commonwealth are required to conduct post-election audits after Presidential Elections. During the selection lottery, two of Bedford's precincts were chosen, Precinct 1 and Precinct 3. The post-election audit was successfully completed in the Bedford High Gymnasium with the help of our Election Workers and neighboring Town Clerks.

#### Annual Town Election – March 13, 2021

The Annual Town Election was held on March 13, 2021. Of the total 10,377 registered voters, 2,317 cast ballots for this election, 22.3% of the voter population.

## Town Clerk

### **PURPOSE:**

The Town Clerk's Office serves as a central information point for local government. The office responds to inquiries from the public as well as from other departments, boards and committees. The Town Clerk's Office oversees the polls and the conduct of all elections and election-related activity for federal, state, and local elections. The office also conducts the annual census and maintains the street and voter lists.

As the Town's recording official, the Town Clerk keeps records of all births, marriages and deaths, all actions of Town Meeting and elections, zoning decisions, and Annual Reports.

The Town Clerk also maintains the bylaws, the official town bulletin board, and records of oaths of office, appointments and resignations of all Town Officials. The office also issues some state licenses and permits, including marriage licenses, business certificates and renewals, dog licenses, fuel storage license renewals, raffle/bazaar permits and requests for public documents.

The Town Clerk's Office is the custodian of the official records and documents of the town and is responsible for the maintenance, preservation, and disposition of these records. Additionally, the Town Clerk's Office is also busy certifying nominations papers, providing

# TOWN CLERK AND ELECTIONS

## Town Clerk

certified copies of vital records and other documents.

### **EMPLOYEE STATISTICS:**

FY21 saw several changes in the staffing of the Town Clerk's Office. Former Bedford resident Bridget Rodrigue was sworn in as Town Clerk, while Interim Town Clerk Rosemary Harvell chose to remain as a part-time Administrative Assistant. Archivist Ashley Large and Administrative Assistant Ashley Cote continued to serve full-time in the Clerk's Office.

### **OFFICE RENOVATIONS:**

The Town Clerk's Office underwent some renovations to enable smoother day-to-day operations. The Facilities Department installed cabinets underneath the countertops and took some space from the Town Clerk's Office to make a storage closet for election supplies and ballot envelopes.

### **ANNUAL CENSUS:**

The Annual Town Census is a state requirement and is conducted entirely by mail. Census forms are sent to all households at the beginning of every year. The Census provides information about our community and is used as a basis for State Aid. Failure to respond affects State-Aid status and eventually voter eligibility. Bedford's population count for 2021 was 13,327 residents.

### **DBA:**

In Massachusetts, a Doing Business As (DBA) filing is done at the local level. The Town of Bedford issued 100 DBA Certificates in FY21. The cost of filing remained \$35 for new businesses and \$20 for renewals.

### **DOG LICENSING:**

The dog licensing period is June 1st – August 31st. Residents have a choice of applying for a one year, two year, or three year license for their dogs. A current one year license costs \$15, a two year license costs \$18 and a three year license costs \$25. There are approximately

1,500 licensed dogs in Bedford with 645 new licenses issued in FY21.

### **ELECTIONS:**

The Town Clerk is also the Chief Election Official and works to ensure elections are held in compliance with Federal, State and Town bylaws. There were three elections held in FY21, the State Primary, the Presidential Election, and the Annual Town Election. Precinct banners were ordered to make it easier for voters to find the check-in for their precinct. Results for all three elections can be found elsewhere in this report.



Precinct Setup

### **RECORDS MANAGEMENT:**

Full-time Archivist and Records Manager Ashley Large spent time this year assisting town departments in adhering to retention schedule requirements, transferring permanent items to the Archives vault, and digitizing permanent records.

The Archivist monitored space within the vault, making way for more permanent records when possible. Currently, the vault is almost at capacity and space is at a premium, as more departments transfer their permanent records for storage.

The Fire Department, Department of Public Works, and Finance Department saw some

# TOWN CLERK AND ELECTIONS

## Town Clerk

employee retirements and the Archivist assisted these departments with their record management and disposition.

In addition, multiple departmental records were appraised and permission for destruction sought from the state, if applicable.

### **ARCHIVES MANAGEMENT:**

The Archives Virtual Reading Room is now fully up and running and access can be gained through the Town Clerk's webpage. Content includes Annual Town Reports dating from 1876 to the present day. Town Warrants are also available and date from 1995. More will be added, especially some of the Town's earlier record books. Other types of records, such as historical meeting minutes and election results from previous years will also be featured in the future.

The Archivist spent several weeks constructing a proposal for a Nation Endowment for the Humanities (NEH) grant, entitled Humanities Collections and Reference Resources. The Archivist is seeking \$24,690 for the conservation treatment of the oldest 7 volumes of Bedford's record books collection, which contain the early accounts of the town's formation and growth. If the grant is awarded, the books will receive treatment at the Northeast Document Conservation Center and then go on to be digitized as part of the Digital Commonwealth/Internet Archives project. Web-based access will also be provided.

One intern was hired in FY21, working on collating the records of the Conservation Agent that were transferred to the archives in FY20 and FY21. Her work has been invaluable to the archives, helping the Archivist to create access points and have more control over physical preservation and arrangement of the collection.

The Archivist fielded many reference requests, spanning subjects such as liquor licenses in the

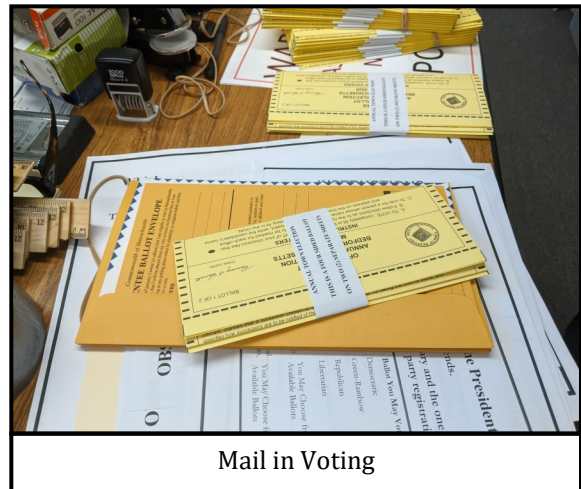
1760s to content for memorial resolutions for locally-involved citizens. Reference requests are welcome in the Archives since usage is the prime reason why archives exist.

The Archivist took several courses on digital preservation and curation throughout the year. These included Digital Forensics and Arrangement and Description of Digital Records. The knowledge gained from these courses will enable the Archivist to create a digital preservation program going forward.

### **FY22 PROJECTIONS:**

After coming off a busy election year, FY22 will enable the Town Clerk's Office to devote time to numerous projects requiring attention. These projects are many and varied. Some of the projects are:

- Scanning vital records (marriages) for easy access
- Archiving Town Meeting and Election records
- Inventory board/committee meeting minutes
- Use Record Retention Schedule to compile list of records that have met their retention period in order to make room for new records
- Update the board/committee software to include all current and prior members
- Begin process for obtaining a new vault to address lack of storage for permanent records



Mail in Voting

# ELECTIONS

## STATE PRIMARY ELECTION RESULTS MARCH 3, 2020. REVISED FROM FY20 ANNUAL TOWN REPORT

DEMOCRATIC PARTY					
PRESIDENTIAL PREFERENCE					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
DEVAL PATRICK	0	4	2	4	10
AMY KLOBUCHAR	34	16	26	22	98
ELIZABETH WARREN	315	232	290	267	1104
MICHAEL BENNET	0	0	1	0	1
MICHAEL R. BLOOMBERG	156	121	154	142	573
TULSI GABBARD	6	5	10	3	24
CORY BOOKER	0	1	0	0	1
JULIAN CASTRO	0	0	0	0	0
TOM STEYER	4	6	4	1	15
BERNIE SANDERS	200	202	185	162	749
JOSEPH R. BIDEN	396	272	368	297	1333
JOHN K. DELANEY	0	0	0	0	0
ANDREW YANG	1	2	4	2	9
PETE BUTTIGIEG	40	25	35	29	129
MARIANNE WILLIAMSON	0	1	0	0	1
NO PREFERENCE	1	2	0	1	4
WRITE-INS	1	0	0	0	1
BLANKS	0	1	0	0	1
TOTAL	1154	890	1079	930	4053

STATE COMMITTEE MAN					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
TODD O. BURGER	71	55	54	43	223
KENNETH I. GORDON	924	723	838	753	3238
WRITE-INS	2	0	4	1	7
BLANKS	157	112	183	133	585
TOTAL	1154	890	1079	930	4053

STATE COMMITTEE WOMAN					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	102	64	128	73	367
BLANKS	1052	826	951	857	3686
TOTAL	1154	890	1079	930	4053



# ELECTIONS

## STATE PRIMARY ELECTION RESULTS MARCH 3, 2020. REVISED FROM FY20 ANNUAL TOWN REPORT

TOWN COMMITTEE					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	60	37	145	46	288
BLANKS	40155	31008	37515	30649	139327
<b>TOTAL</b>	<b>40215</b>	<b>31045</b>	<b>37660</b>	<b>30695</b>	<b>139615</b>

REPUBLICAN PARTY					
PRESIDENTIAL PREFERENCE					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
<b>WILLIAM WELD</b>	34	19	26	19	98
<b>JOE WALSH</b>	1	1	2	1	5
<b>DONALD TRUMP</b>	138	141	101	103	483
<b>ROQUE "ROCKY" DE LA FUENTE</b>	0	2	0	1	3
<b>NO PREFERENCE</b>	0	3	3	2	8
<b>WRITE-INS</b>	1	0	1	4	6
<b>BLANKS</b>	0	1	0	0	1
<b>TOTAL</b>	<b>174</b>	<b>167</b>	<b>133</b>	<b>130</b>	<b>604</b>

STATE COMMITTEE MAN					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
<b>JAMES E. DIXON</b>	138	135	87	96	456
<b>WRITE-INS</b>	1	1	0	0	2
<b>BLANKS</b>	35	31	46	34	146
<b>TOTAL</b>	<b>174</b>	<b>167</b>	<b>133</b>	<b>130</b>	<b>604</b>

STATE COMMITTEE WOMAN					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
<b>LAURIE A. MYERS</b>	47	60	38	47	192
<b>CATHERINE G. WHITE</b>	98	85	65	58	306
<b>WRITE-INS</b>	1	22	0	0	23
<b>BLANKS</b>	28	0	30	25	83
<b>TOTAL</b>	<b>174</b>	<b>167</b>	<b>133</b>	<b>130</b>	<b>604</b>

# ELECTIONS

## STATE PRIMARY ELECTION RESULTS MARCH 3, 2020. REVISED FROM FY20 ANNUAL TOWN REPORT

TOWN COMMITTEE					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
GROUP	70	33	48	55	206
JOHN STELLA	90	82	63	70	305
AIMEE M. VIOLETI	87	69	53	61	270
SHUANG STOPPE	81	65	64	58	268
ELEANOR GORSEY	82	63	70	61	276
ROBERT M. AVAKIAN	100	51	65	66	282
ALICE SUN	85	75	61	64	285
WRITE-INS	2	3	4	2	11
BLANKS	4233	4200	3344	2922	14699
TOTAL	4830	4641	3772	3359	16602

GREEN RAINBOW PARTY					
PRESIDENTIAL PREFERENCE					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
DARIO HUNTER	0	0	0	2	2
SEDINNAM KINAMO CHRISTIN MOYOWASIFZA-CURRY	0	0	0	0	0
KENT MESPLAY	0	0	0	0	0
HOWARD HAWKINS	0	0	0	0	0
NO PREFERENCE	0	0	0	0	0
WRITE-INS	0	0	0	1	1
BLANKS	0	0	0	0	0
TOTAL	0	0	0	3	3

STATE COMMITTEE MAN					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	0	0	0	1	1
BLANKS	0	0	0	2	2
TOTAL	0	0	0	3	3

STATE COMMITTEE WOMAN					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	0	0	0	1	1
BLANKS	0	0	0	2	2
TOTAL	0	0	0	3	3

TOWN COMMITTEE					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	0	0	0	0	0
BLANKS	0	0	0	10	10
TOTAL	0	0	0	10	10

# ELECTIONS

## STATE PRIMARY ELECTION RESULTS MARCH 3, 2020. REVISED FROM FY20 ANNUAL TOWN REPORT

LIBERTARIAN					
PRESIDENTIAL PREFERENCE					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
ARVIN VOHRA	0	0	0	0	0
VERMIN LOVE SUPREME	0	0	0	1	1
JACOB GEORGE HORNBERGER	0	0	0	0	0
SAMUEL JOSEPH ROBB	0	0	0	0	0
DAN TAXATION IS THEFT BEHRMAN	0	0	1	0	1
KIMBERLY MARGARET RUFF	0	0	0	0	0
KENNETH REED ARMSTRONG	0	0	0	0	0
ADAM KOKESH	0	0	0	0	0
JO JORGENSEN	0	1	0	0	1
MAX ABRAMSON	0	0	0	0	0
NO PREFERENCE	0	0	0	0	0
WRITE-INS	0	0	1	0	1
BLANKS	0	0	0	0	0
TOTAL	0	1	2	1	4

STATE COMMITTEE MAN					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	0	0	1	0	1
BLANKS	0	1	1	1	3
TOTAL	0	1	2	1	4

STATE COMMITTEE WOMAN					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	0	1	0	0	1
BLANKS	0	0	2	1	3
TOTAL	0	1	2	1	4

TOWN COMMITTEE					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	0	0	1	0	1
BLANKS	0	10	19	10	39
TOTAL	0	10	20	10	40

# ELECTIONS

## STATE PRIMARY ELECTION RESULTS—September 1, 2020

The 2020 State Primary Election was held Tuesday, September 1, 2020 at the John Glenn Middle School from 7:00 am to 8:00 pm. Of the 10,413 total registered voters, 4,479 cast ballots for this election, 43% of the voter population.

DEMOCRATIC PARTY					
<u>SENATOR IN CONGRESS</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
EDWARD J. MARKEY	743	538	711	619	2611
JOSEPH P. KENNEDY, III	361	291	319	265	1236
WRITE-INS	0	0	0	2	2
BLANKS	4	3	5	3	15
<b>TOTAL</b>	<b>1108</b>	<b>832</b>	<b>1035</b>	<b>889</b>	<b>3864</b>
<u>REPRESENTATIVE IN CONGRESS</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
SETH MOULTON	785	579	779	629	2772
JAMIE M. BELSITO	103	92	72	82	349
ANGUS McQUILKEN	195	134	151	155	635
WRITE-INS	2	0	1	1	4
BLANKS	23	27	32	22	104
<b>TOTAL</b>	<b>1108</b>	<b>832</b>	<b>1035</b>	<b>889</b>	<b>3864</b>
<u>COUNCILLOR</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
MARILYN M. PETITTO DEVANEY	908	664	805	685	3062
WRITE-INS	2	3	4	6	15
BLANKS	198	165	226	198	787
<b>TOTAL</b>	<b>1108</b>	<b>832</b>	<b>1035</b>	<b>889</b>	<b>3864</b>
<u>SENATOR IN GENERAL COURT</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
MICHAEL J. BARRETT	962	697	887	737	3283
WRITE-INS	3	5	5	5	18
BLANKS	143	130	143	147	563
<b>TOTAL</b>	<b>1108</b>	<b>832</b>	<b>1035</b>	<b>889</b>	<b>3864</b>
<u>REPRESENTATIVE IN GENERAL COURT</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
KENNETH I. GORDON	981	724	901	772	3378
WRITE-INS	4	4	5	5	18
BLANKS	123	104	129	112	468
<b>TOTAL</b>	<b>1108</b>	<b>832</b>	<b>1035</b>	<b>889</b>	<b>3864</b>

# ELECTIONS

## STATE PRIMARY ELECTION RESULTS—September 1, 2020

DEMOCRATIC PARTY					
<u>REGISTER OF PROBATE</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
TARA E. DeCRISTOFARO	921	660	806	692	3079
WRITE-INS	1	1	4	3	9
BLANKS	186	171	225	194	776
<b>TOTAL</b>	<b>1108</b>	<b>832</b>	<b>1035</b>	<b>889</b>	<b>3864</b>
REPUBLICAN PARTY					
<u>SENATOR IN CONGRESS</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
SHIVA AYYADURAI	60	49	58	61	228
KEVIN J. O'CONNOR	105	99	76	84	364
WRITE-INS	0	2	3	2	7
BLANKS	1	1	0	0	2
<b>TOTAL</b>	<b>166</b>	<b>151</b>	<b>137</b>	<b>147</b>	<b>601</b>
<u>REPRESENTATIVE IN CONGRESS</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
JOHN PAUL MORAN	141	128	114	129	512
WRITE-INS	1	2	5	2	10
BLANKS	24	21	18	16	79
<b>TOTAL</b>	<b>166</b>	<b>151</b>	<b>137</b>	<b>147</b>	<b>601</b>
<u>COUNCILLOR</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	22	12	11	24	69
BLANKS	144	139	126	123	532
<b>TOTAL</b>	<b>166</b>	<b>151</b>	<b>137</b>	<b>147</b>	<b>601</b>
<u>SENATOR IN GENERAL COURT</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	26	17	14	26	83
BLANKS	140	134	123	121	518
<b>TOTAL</b>	<b>166</b>	<b>151</b>	<b>137</b>	<b>147</b>	<b>601</b>
<u>REPRESENTATIVE IN GENERAL COURT</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	23	10	13	24	70
BLANKS	143	141	124	123	531
<b>TOTAL</b>	<b>166</b>	<b>151</b>	<b>137</b>	<b>147</b>	<b>601</b>



# ELECTIONS

## STATE PRIMARY ELECTION RESULTS—September 1, 2020

GREEN RAINBOW PARTY					
<u>SENATOR IN CONGRESS</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	0	0	0	1	1
BLANKS	0	0	0	0	0
<b>TOTAL</b>	0	0	0	1	1
<u>REPRESENTATIVE IN CONGRESS</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	0	0	0	1	1
BLANKS	0	0	0	0	0
<b>TOTAL</b>	0	0	0	1	1
<u>COUNCILLOR</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	0	0	0	0	0
BLANKS	0	0	0	1	1
<b>TOTAL</b>	0	0	0	1	1
<u>SENATOR IN GENERAL COURT</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	0	0	0	0	0
BLANKS	0	0	0	1	1
<b>TOTAL</b>	0	0	0	1	1
<u>REPRESENTATIVE IN GENERAL COURT</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	0	0	0	0	0
BLANKS	0	0	0	1	1
<b>TOTAL</b>	0	0	0	1	1
<u>REGISTER OF PROBATE</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	0	0	0	0	0
BLANKS	0	0	0	1	1
<b>TOTAL</b>	0	0	0	1	1
LIBERTARIAN PARTY					
<u>SENATOR IN CONGRESS</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	3	3	3	1	10
BLANKS	1	0	2	0	3
<b>TOTAL</b>	4	3	5	1	13

# ELECTIONS

## STATE PRIMARY ELECTION RESULTS—September 1, 2020

LIBERTARIAN PARTY					
<u>REPRESENTATIVE IN CONGRESS</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	3	3	3	1	10
BLANKS	1	0	2	0	3
<b>TOTAL</b>	4	3	5	1	13
<u>COUNCILLOR</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	2	2	1	1	6
BLANKS	2	1	4	0	7
<b>TOTAL</b>	4	3	5	1	13
<u>SENATOR IN GENERAL COURT</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	1	2	1	1	5
BLANKS	3	1	4	0	8
<b>TOTAL</b>	4	3	5	1	13
<u>REPRESENTATIVE IN GENERAL COURT</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	1	2	1	1	5
BLANKS	3	1	4	0	8
<b>TOTAL</b>	4	3	5	1	13
<u>REGISTER OF PROBATE</u>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
WRITE-INS	1	2	2	1	6
BLANKS	3	1	3	0	7
<b>TOTAL</b>	4	3	5	1	13

# ELECTIONS

## State Election Results—November 3, 2020

The 2020 State Election was held Tuesday, November 3, 2020 at the John Glenn Middle School from 7:00 am to 8:00 pm. Of the total registered voters, 8,902 cast ballots for this election, 83.5% of the voter population.

<b><i>ELECTORS OF PRESIDENT AND VICE PRESIDENT</i></b>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
<b>BIDEN and HARRIS</b>	1,782	1,457	1,717	1,496	6452
<b>HAWKINS and WALKER</b>	8	17	9	10	44
<b>JORGENSEN and COHEN</b>	36	29	31	30	126
<b>TRUMP and PENCE</b>	535	649	501	495	2180
<b>CARROLL and PATEL</b>	1	0	0	0	1
<b>SIMMONS and ROZE</b>	0	0	0	0	0
<b>WELLS and WELLS</b>	0	0	0	0	0
<b>DESCOTEAUZ and ADAMS</b>	0	0	0	0	0
<b>WRITE-INS</b>	19	13	11	13	56
<b>BLANKS</b>	7	13	17	6	43
<b>TOTAL</b>	2388	2178	2286	2050	8902
<b>SENATOR IN CONGRESS</b>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
<b>EDWARD J. MARKEY</b>	1,712	1,446	1,653	1,443	6254
<b>KEVIN J. O'CONNOR</b>	628	682	590	555	2455
<b>DR. SHIVA AYYADURAI (WRITE-IN)</b>	7	8	4	12	31
<b>WRITE-INS</b>	1	2	4	5	12
<b>BLANKS</b>	40	40	35	35	150
<b>TOTAL</b>	2388	2178	2286	2050	8902
<b>REPRESENTATIVE IN CONGRESS (SIXTH DISTRICT)</b>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
<b>SETH MOULTON</b>	1,714	1,441	1,650	1,438	6243
<b>JOHN PAUL MORAN</b>	615	659	570	559	2403
<b>WRITE-INS</b>	3	8	3	2	16
<b>BLANKS</b>	56	70	63	51	240
<b>TOTAL</b>	2388	2178	2286	2050	8902
<b>COUNCILLOR (THIRD DISTRICT)</b>					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
<b>MARILYN PETITTO DEVANEY</b>	1,787	1,584	1,669	1,491	6531
<b>WRITE-INS</b>	45	27	20	33	125
<b>BLANKS</b>	556	567	597	526	2246
<b>TOTAL</b>	2388	2178	2286	2050	8902

# ELECTIONS

## State Election Results—November 3, 2020

SENATOR IN GENERAL COURT (THIRD MIDDLESEX DISTRICT)					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
MICHAEL J. BARRETT	1,829	1,613	1,726	1,523	6,691
WRITE-INS	45	24	18	34	121
BLANKS	514	541	542	493	2,090
<b>TOTAL</b>	<b>2,388</b>	<b>2,178</b>	<b>2,286</b>	<b>2,050</b>	<b>8,902</b>
REPRESENTATIVE IN GENERAL COURT (TWENTY-FIRST MIDDLESEX DISTRICT)					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
KENNETH I. GORDON	1,874	1,639	1,779	1,578	6,870
WRITE-INS	39	31	18	30	118
BLANKS	475	508	489	442	1,914
<b>TOTAL</b>	<b>2,388</b>	<b>2,178</b>	<b>2,286</b>	<b>2,050</b>	<b>8,902</b>
REGISTER OF PROBATE					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
TARA E. DeCRISTOFARO	1,603	1,417	1,451	1,315	5,786
WRITE-INS	34	21	17	22	94
BLANKS	751	740	818	713	3,022
<b>TOTAL</b>	<b>2,388</b>	<b>2,178</b>	<b>2,286</b>	<b>2,050</b>	<b>8,902</b>
QUESTION 1 - "RIGHT TO REPAIR LAW" VEHICLE DATA ACCESS REQUIREMENT INITIATIVE					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
YES	1,752	1,611	1,642	1,507	6,512
NO	557	488	537	453	2,035
BLANKS	79	79	107	90	355
<b>TOTAL</b>	<b>2,388</b>	<b>2,178</b>	<b>2,286</b>	<b>2,050</b>	<b>8,902</b>
QUESTION 2 - RANKED CHOICE VOTING INITIATIVE					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
YES	1,278	1,066	1,187	1,077	4,608
NO	1,020	1,017	1,001	895	3,933
BLANKS	90	95	98	78	361
<b>TOTAL</b>	<b>2,388</b>	<b>2,178</b>	<b>2,286</b>	<b>2,050</b>	<b>8,902</b>
QUESTION 3 - NON-BINDING - TO ACHIEVE 100% RENEWABLE ENERGY IN TWO DECADES					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
YES	1,585	1,358	1,495	1,309	5,747
NO	582	556	561	535	2,234
BLANKS	221	264	230	206	921
<b>TOTAL</b>	<b>2,388</b>	<b>2,178</b>	<b>2,286</b>	<b>2,050</b>	<b>8,902</b>
QUESTION 4 - NON-BINDING CHANGES TO THE RULES OF THE HOUSE OF REPRESENTATIVES					
TO MAKE ALL VOTES AVAILABLE TO THE PUBLIC ON THE LEGISLATURE'S WEBSITE					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
YES	1,918	1,686	1,859	1,640	7,103
NO	217	206	189	184	796
BLANKS	253	286	238	226	1,003

# ELECTIONS

## ANNUAL TOWN ELECTION RESULTS—MARCH 13, 2021

The 2021 Annual Town Election was held Saturday March 13, 2021 at the John Glenn Middle School from

BOARD OF SELECTMEN (3 YEAR TERM) VOTE FOR 1					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
MARGOT R. FLEISCHMAN (Candidate for re-election)	567	375	421	422	1785
KORBEN ELLIOTT WHITT-LEITNER 111 Springs Rd.	132	138	90	128	488
WRITE-INS	2	3	3	6	14
BLANKS	10	8	4	8	30
<b>TOTAL</b>	<b>711</b>	<b>524</b>	<b>518</b>	<b>564</b>	<b>2317</b>
BOARD OF ASSESSORS (3 YEAR TERM) VOTE FOR 1					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
JOSEPH ALAN GILBERT 38 Battle Flagg Rd.	312	220	225	224	981
ELLIOT LOVY 328 Concord Rd.	277	190	179	199	845
WRITE-INS	17	13	11	11	52
BLANKS	105	101	103	130	439
<b>TOTAL</b>	<b>711</b>	<b>524</b>	<b>518</b>	<b>564</b>	<b>2317</b>
BOARD OF HEALTH (3 YEAR TERM) VOTE FOR 2					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
ALISON THERESA O'CONNELL 15 Fitchdale Ave.	154	119	82	123	478
MAUREEN R. RICHICHI 7 Norma Rd.	453	299	351	344	1447
CATHERINE VG VAN PRAAGH 69 South Rd.	311	202	189	205	907
ANITA RAJ 4 Wildwood Dr. (Candidate for re-election)	324	255	262	278	1119
WRITE-INS	0	1	1	0	2
BLANKS	180	172	151	178	681
<b>TOTAL</b>	<b>1422</b>	<b>1048</b>	<b>1036</b>	<b>1128</b>	<b>4634</b>
PLANNING BOARD (3 YEAR TERM) VOTE FOR 1					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
ARMEN MATTHEW ZILDJIAN 9 Hartwell Rd.	298	223	183	199	903
BRYAN PAUL JEAN 23 Evergreen Ave.	37	31	30	38	136
CHRISTOPHER M. GITTINS 8 Brooksbie Rd.	323	237	264	269	1093
WRITE-INS	1	3	1	0	5
BLANKS	52	30	40	58	180
<b>TOTAL</b>	<b>711</b>	<b>524</b>	<b>518</b>	<b>564</b>	<b>2317</b>
WRITE-INS	4	5	6	3	18
BLANKS	105	98	93	108	404
<b>TOTAL</b>	<b>711</b>	<b>524</b>	<b>518</b>	<b>564</b>	<b>2317</b>



# ELECTIONS

## ANNUAL TOWN ELECTION RESULTS—MARCH 13, 2021

LIBRARY TRUSTEE (3 YEAR TERM) VOTE FOR 2					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
<b>MICHAEL ANTHONY PULIZZI 10 Evans Ave. (Candidate for re-election)</b>	554	366	399	402	1721
<b>DENNIS J. AHERN 23 Neillian Way (Candidate for re-election)</b>	294	216	228	219	957
<b>FAHAD ALDEN 6 Carter Way</b>	362	257	230	260	1109
WRITE-INS	3	2	1	3	9
BLANKS	209	207	178	244	838
<b>TOTAL</b>	1422	1048	1036	1128	4634
SCHOOL COMMITTEE (3 YEAR TERM) VOTE FOR 1					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
<b>DANIEL H. BROSGOL 57 Loomis St. (Candidate for re-election)</b>	612	418	430	444	1904
WRITE-INS	7	12	5	8	32
BLANKS	92	94	83	112	381
<b>TOTAL</b>	711	524	518	564	2317
HOUSING AUTHORITY (5 YEAR TERM) VOTE FOR 1					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
<b>KIM K. LOVY 328 Concord Rd.</b>	582	401	391	418	1792
WRITE-INS	13	14	11	6	44
BLANKS	116	109	116	140	481
<b>TOTAL</b>	711	524	518	564	2317
REGIONAL SCHOOL COMMITTEE (3 YEAR TERM) VOTE FOR 1					
	Pct. 1	Pct. 2	Pct. 3	Pct. 4	Total
<b>BRIAN C. O'DONNELL 30 Fayette Rd.</b>	602	421	419	453	1895
WRITE-INS	4	5	6	3	18
BLANKS	105	98	93	108	404
<b>TOTAL</b>	711	524	518	564	2317

# LEGISLATIVE

## TOWN OF BEDFORD ANNUAL TOWN MEETING July 11, 2020

*Pursuant to Massachusetts General Laws, Chapter 39, §10A, The Moderator, Catherine Cordes, in consultation with the Select Board and the Board of Health, recessed and continued the 2020 Annual Town Meeting five times from the original posted date of March 23 to April 6, May 4, June 3, July 3, and July 11, due to the COVID-19 Pandemic. The Town Meeting was held outdoors on Sabourin Field, Bedford High School on July 11, 2020.*

Attendance: There were 209 voters in attendance at the Saturday, July 11, 2020, Annual Town Meeting.

ARTICLE	DATE		RESULT
<b>ANNUAL TOWN MEETING</b>			
1	07/11/2020	<b>Report of Town Officers and Committees</b> - There were no reports	No Action Taken
2	07/11/2020	<b>Debate Rules</b> - vote to adopt the following procedures for the current Annual Town Meeting: The main motion having been submitted in advance, and presentations having been made available for viewing before the meeting, the main motion will be read by the Moderator and there will be no presentation. No amendment shall be accepted unless submitted in writing. A speaker presenting an amendment to an article shall be limited to three (3) minutes. Other speakers shall be limited to two (2) minutes. The requirement that each article be acted upon separately shall be suspended, and a motion to indefinitely postpone a group of articles may be accepted and acted upon. Town Meeting by majority vote may waive A, B, or C.	Passed by Unanimous Vote
3	07/11/2020	<b>Consent Article</b> - vote that the Town will: Raise and appropriate the sum of \$65,000 for an audit of FY2020 and related services; Accept the provisions of Chapter 184, Section 51 of the Acts of 2002, amending Massachusetts General Laws, Chapter 59, Section 5 (41C) as provided therein concerning a tax exemption of \$500 for the elderly so as to increase the gross receipts limitations to \$24,000 for a single person and \$34,000 for married persons and so as to increase the whole estate limitations to \$40,000 for a single person and \$55,000 for married persons, and further to increase the amount of property exemption granted to persons who qualify for said exemption under said Section 5 (41C) by 100% to \$1,000.00 effective in the FY2021; Accept the provisions of Chapter 73, Section 4 thereof of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988 so as to act under the aforesaid statute to increase the amount of property tax exemptions by 100% for persons who qualify for said exemption under clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, and 37A of Section 5 of Chapter 59 of the General Laws, said increase to be 100% above the minimum exemption amounts otherwise provided in the aforementioned clauses of Section 5 of Chapter 59 of the General Laws, effective in the FY2021; Authorize the Select Board, during FY2021, to accept any and all easements for sidewalks, trails, drainage, or other utility purposes, as they may deem in the Town's best interests.	Passed by 2/3 Majority Vote
4	07/11/2020	Bills or Prior Year - vote that the Town will indefinitely postpone Article 4	Unanimously Voted to Indefinitely Postpone

# ELECTIONS

## TOWN OF BEDFORD ANNUAL TOWN MEETING July 11, 2020

5	07/11/2020	<b>General Bylaw Amendment – Revolving Funds</b> – vote that the Town will indefinitely postpone Article 5			Unanimously Voted to Indefinitely Postpone
6	07/11/2020	<b>Revolving Funds Expenditure Limits</b> – vote that the Town set FY2021 total expenditure limitations for the Revolving Fund authorized under Article 13, Section 4 of the General Bylaws of the Town:			Passed by Unanimous Vote
		<b>Revolving Fund</b>		<b>Not to Exceed Expenditure Limit</b>	
		Board of Library Trustees Revolving Funds		\$25,000	
		Conservation Commission Revolving Fund		\$100,000	
		Depot Park Revolving Fund		\$100,000	
		Old Town Hall and Town Center Revolving Fund		\$150,000	
		Department of Public Works Refuse and Recycling Revolving Fund		\$150,000	
		Facilities Department Energy Revolving Fund		\$100,000	
		Board of Health Revolving Fund		\$35,000	
7	07/11/2020	<b>Community Preservation Budget – Fiscal Year 2021</b> – vote that the Town appropriate or reserve the following amounts from the Community Preservation Fund for the following purposes utilizing FY2021 Community Preservation Funds unless otherwise specified:			Passed by Unanimous Vote
			<b>FY2021 Appropriations</b>	<b>FY2021 Funds</b>	
		1	Administrative	\$10,000	
		2	Affordable Housing Consultant	\$30,000	
		3	Bond Payment – Town Center	\$131,950	
		4	Bond Payment – 350A Concord Road	\$394,063	
		5	Bond Payment – Town Hall MEP Project	\$98,600	
		6	Bond Payment – Liljegren Way/Mudge Way Athletic Fields	\$120,500	
		7	Bond Payment – Bedford Village	\$185,340	
		8	Bond Payment – Fawn Lake	\$233,557	
		9	Bedford Housing Authority Life Management Program	\$35,505	
			Total	\$1,239,515	
		8	07/11/2020	<b>General Bylaw Amendment – Universal Changes</b> - vote that the Town will indefinitely postpone Article 8	
9	07/11/2020	<b>General Bylaw Amendment – Article 1, General</b> – vote that the Town will indefinitely postpone Article 9			Unanimously Votedto Indefinitely Postpone
10	07/11/2020	<b>General Bylaw Amendment – Article 2, Town Elections</b> – vote that the Town will indefinitely postpone Article 10			Unanimously Votedto Indefinitely Postpone
11	07/11/2020	<b>General Bylaw Amendment – Article 3, Town Meeting</b> – vote that the Town will indefinitely postpone Article 11			Unanimously Votedto Indefinitely Postpone
12	07/11/2020	<b>General Bylaw Amendment – Article 4, Town Meeting Procedure</b> — vote that the Town will indefinitely postpone Article 12			Unanimously Votedto Indefinitely Postpone

# LEGISLATIVE

## TOWN OF BEDFORD ANNUAL TOWN MEETING July 11, 2020

13	07/11/2020	<b>General Bylaw Amendment – Article 5, Officers of the Town</b> – vote that the Town will indefinitely postpone Article 13	Unanimously Voted to Indefinitely Postpone		
14	07/11/2020	<b>General Bylaw Amendment – Article 6, Board of Assessors</b> – votethat the Town will indefinitely postpone Article 14	Unanimously Voted to Indefinitely Postpone		
15	07/11/2020	<b>General Bylaw Amendment – Article 7, Board of Health</b> – votethat the Town will indefinitely postpone Article 15	Unanimously Voted to Indefinitely Postpone		
16	07/11/2020	<b>General Bylaw Amendment – Article 8, Bedford Housing Authority</b> - vote that the Town will indefinitely postpone Article 16	Unanimously Voted to Indefinitely Postpone		
17	07/11/2020	<b>General Bylaw Amendment – Article 13, Finances</b> - vote that theTown will indefinitely postpone Article 17	Unanimously Voted to Indefinitely Postpone		
18	07/11/2020	<b>General Bylaw Amendment – Article 20, Historic District Commission</b> - vote that the Town will indefinitely postpone Article 18	Unanimously Voted to Indefinitely Postpone		
19	07/11/2020	<b>General Bylaw Amendment – Article 21, Zoning Board of Appeals</b> - votethat the Town will indefinitely postpone Article 19	Unanimously Voted to Indefinitely Postpone		
20	07/11/2020	<b>General Bylaw Amendment – Article 29, Historic Preservation Commission</b> - vote that the Town will indefinitely postpone Article 20	Unanimously Voted to Indefinitely Postpone		
21	07/11/2020	<b>General Bylaw Amendment – Article 49, Control and Management of Hazardous Materials</b> - vote that the Town will indefinitely postpone Article 21	Unanimously Voted to Indefinitely Postpone		
22	07/11/2020	<b>Zoning Bylaw Amendment – Accessory Dwelling Units</b> - vote thatthe Town will indefinitely postpone Article 22	Unanimously Voted to Indefinitely Postpone		
23	07/11/2020	<b>Proposed Fiscal Year 2021 Capital Projects Plan</b> – vote that the Town appropriate the following sums for the items contained within the following proposed Fiscal Year 2021 Capital Projects Plan with the		Passed by Majority Vote: 21-02, 21-03, 21-04, 21-08,21-09,21-10, 21-11, 21-12, 21-13, 21-14, 21-15, 21-16, 21-17, 21-18, 21-19, 21-20, 21-21, 21-22, 21-23, 21-24	
		<b>Project</b>	<b>Project Description</b>		<b>Appropriation</b>
		21-02	Automatic Chest Compression Luka Tool		\$17,561
			Replacement – Fire		
		21-03	Durable Furniture and Equipment Replacement – Schools		\$42,500
		21-04	Energy Efficiency Measure Building Systems Retro commissioning – Davis School		\$66,948
		21-08	Flooring – Schools		\$55,008
		21-09	Hardscape Improvements – John Glenn Middle School		\$558,279
		21-10	Hose Tester – Fire		\$8,210
		21-11	Information Technology (It) Plan Replacement – Schools		\$573,700
		21-12	Information Technology (IT) Equipment and Projects – Town		\$138,040
		21-13	Infrared Heating for Wash Bay – Department of Public Works		\$15,000

# LEGISLATIVE

## TOWN OF BEDFORD ANNUAL TOWN MEETING July 11, 2020

		<table><tr><td>21-14</td><td>Infrared Radiant Heating Main Truck Bay – Department of Public Works</td><td>\$60,000</td></tr><tr><td>21-15</td><td>Intercom System Replacement – High School</td><td>\$140,000</td></tr><tr><td>21-16</td><td>Interior Painting – Schools</td><td>\$55,008</td></tr><tr><td>21-17</td><td>Large Equipment Replacement – Department of Public Works</td><td>\$290,160</td></tr><tr><td>21-18</td><td>Program Space Modifications – Schools</td><td>\$42,560</td></tr><tr><td>21-19</td><td>Vehicle and Equipment Replacement</td><td>382,000</td></tr><tr><td>21-20</td><td>Video System Upgrade Theater Equipment – Schools</td><td>\$55,800</td></tr><tr><td>21-21</td><td>Wood Shingle Roofing Replacement – Job Lane House</td><td>\$18,903</td></tr><tr><td>21-22</td><td>Shawsheen Well Site Improvements</td><td>\$87,330</td></tr><tr><td>21-23</td><td>Stormwater Permit Requirements</td><td>\$137,500</td></tr><tr><td>21-24</td><td>Water Tank Rehabilitation</td><td>\$30,794</td></tr><tr><td>21-25</td><td>Sewer Pump Station Project</td><td>\$453,522</td></tr><tr><td>21-26</td><td>Water Main Improvement</td><td>\$869,500</td></tr><tr><td>21-27</td><td>Water Quality Improvements and SCADA</td><td>\$200,000</td></tr><tr><td>21-28</td><td>Large Dump Truck Replacement</td><td>\$265,000</td></tr><tr><td>21-29</td><td>Public Safety Software</td><td>\$810,000</td></tr><tr><td>21-30</td><td>Transportation Improvements</td><td>\$375,000</td></tr></table>	21-14	Infrared Radiant Heating Main Truck Bay – Department of Public Works	\$60,000	21-15	Intercom System Replacement – High School	\$140,000	21-16	Interior Painting – Schools	\$55,008	21-17	Large Equipment Replacement – Department of Public Works	\$290,160	21-18	Program Space Modifications – Schools	\$42,560	21-19	Vehicle and Equipment Replacement	382,000	21-20	Video System Upgrade Theater Equipment – Schools	\$55,800	21-21	Wood Shingle Roofing Replacement – Job Lane House	\$18,903	21-22	Shawsheen Well Site Improvements	\$87,330	21-23	Stormwater Permit Requirements	\$137,500	21-24	Water Tank Rehabilitation	\$30,794	21-25	Sewer Pump Station Project	\$453,522	21-26	Water Main Improvement	\$869,500	21-27	Water Quality Improvements and SCADA	\$200,000	21-28	Large Dump Truck Replacement	\$265,000	21-29	Public Safety Software	\$810,000	21-30	Transportation Improvements	\$375,000	Passed by 2/3 Majority Vote: 21-25, 21-26, 21-27, 21-28, 21-29, 21-30
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24	07/11/2020	<b>Bond Authorization – Police Station Addition/Renovation</b> - vote that the Town will indefinitely postpone Article 24	Unanimously Voted to Indefinitely Postpone																																																			
25	07/11/2020	<b>Bond Authorization – HVAC Replacement – Bedford Free PublicLibrary</b> - vote that the Town will indefinitely postpone Article 25	Unanimously Voted to Indefinitely Postpone																																																			
26	07/11/2020	<b>Bond Authorization – Land Acquisition for a New Fire Station</b> -vote that the Town will indefinitely postpone Article 26	Unanimously Voted to Indefinitely Postpone																																																			
27	07/11/2020	<b>Demand Fee Increase</b> – vote that the Town will increase the fee charged for each written demand issued by the Town Collector from Ten Dollars (\$10) to Twenty Dollars (\$20) to be added and collected aspart of the tax as authorized by Massachusetts General Law Chapter 60, Section 15	Passed by Majority Vote																																																			
28	07/11/2020	<b>PEG Access and Cable Expense Related Budget Fiscal Year 2021</b> – vote that the Town appropriate the sum of \$282,500 for the PEG Access and Cable Related Budget for the fiscal year beginning July 1,2020; and that in order to meet such appropriation, the Town will transfer \$282,500 from the PEG Access and Cable Related Fund. <table><tr><td><b>Cable TV PEG Access Budget</b></td><td><b>FY2021 Recommended</b></td></tr><tr><td>Contracted Operational Cost</td><td>\$200,000</td></tr><tr><td>Building Expenses</td><td>\$35,000</td></tr><tr><td>Capital Expenses</td><td>\$22,500</td></tr><tr><td>Loan to Contractor</td><td>\$25,000</td></tr><tr><td><b>Total FY2021 Budget</b></td><td><b>\$282, 500</b></td></tr></table>	<b>Cable TV PEG Access Budget</b>	<b>FY2021 Recommended</b>	Contracted Operational Cost	\$200,000	Building Expenses	\$35,000	Capital Expenses	\$22,500	Loan to Contractor	\$25,000	<b>Total FY2021 Budget</b>	<b>\$282, 500</b>	Passed by Majority Vote																																							
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29	07/11/2020	<b>Supplemental Operating Budget for Fiscal Year 2020 and Articlesof the 2019 Annual Town Meeting</b> - vote that the Town will indefinitely postpone Article 29	Unanimously Voted to Indefinitely Postpone																																																			
30	07/11/2020	<b>Salary Administration Plan Bylaw Amendment – Classification &amp; Wage Schedule</b> - vote that the Town will indefinitely postpone Article30	Unanimously Voted to Indefinitely Postpone																																																			



# LEGISLATIVE

## TOWN OF BEDFORD ANNUAL TOWN MEETING July 11, 2020

31	07/11/2020	<b>Operating Budgets – Fiscal Year 2021</b> – vote that the Operating Budget such that the amounts set forth in the printed report entitled “Attachment A – Fiscal Year 2021 Operating Budget – Updated July 11, 2020” distributed at this meeting be appropriated for the several purposes therein itemized, each numbered item being considered as a separate appropriation, and that the same be expended only for such purposes, said sums to be raised from the tax levy except where a transfer or other source is indicated they shall be provided by such transfer or other source. (see Attachment A at the end of this overview).	Passed by Majority Vote: 1220, 1300, 1301, 1303, 1310, 1410, 1510, 1610, 1620, 1750, 2010, 2200, 2360, 2400, 3001, 3500, 4000, 5000, 5001, 5003, 5400, 5410, 5420, 6100, 6300, 6910  Passed by Unanimous Vote: 3000
32	07/11/2020	<b>Ambulance Enterprise Budget – Fiscal Year 2021</b> – vote that the Town appropriate the sum of \$1,004,355 to operate the Ambulance Enterprise Fund, and that the following sums be appropriated for the Ambulance Enterprise Fund: Salaries: \$790,881 Operational Expenses: \$198,483 Capital Overlay: \$14,991  And that in order to meet said appropriation that the sum of \$1,004,355 be raised as follows:  Ambulance Receipts: \$899,575 Retained Earnings: \$80,780 Tax Levy: \$24,000	Passed by Unanimous Vote
33	07/11/2020	<b>Salary Plan – Additional Funding</b> - vote that the Town will indefinitely postpone Article 33	Unanimously Voted to Indefinitely Postpone
34	07/11/2020	<b>OPEB Appropriation</b> - vote that the Town will indefinitely postpone Article 34	Unanimously Voted to Indefinitely Postpone
35	07/11/2020	<b>Supplemental Accrued Leave Fund</b> - vote that the Town will indefinitely postpone Article 35	Unanimously Voted to Indefinitely Postpone
36	07/11/2020	<b>300<sup>th</sup> Anniversary Stabilization Fund</b> - vote that the Town will indefinitely postpone Article 36	Unanimously Voted to Indefinitely Postpone
37	07/11/2020	<b>Stabilization Fund Appropriation</b> - vote that the Town will indefinitely postpone Article 37	Unanimously Voted to Indefinitely Postpone
38	07/11/2020	<b>Free Cash</b> – vote that the Town transfer \$5,656,584 from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2020	Passed by Unanimous Vote

# LEGISLATIVE

## TOWN OF BEDFORD ANNUAL TOWN MEETING July 11, 2020

### Annual Town Meeting Attachment A

### Fiscal Year 2021 Operating Budget

### FISCAL YEAR 2021 OPERATING BUDGET-Updated- July 11, 2020

Account #	Department	FY 2021 Recommended	Segregations Descriptions	Amount
1220	Select Board	802,970	Salaries:	
			Chairman	2,400
			Clerk	2,000
			Other Select Board, each	
			(3)	1,600
			Office	628,554
1300	Finance/Administrative Services	1,138,975	Salaries	775,102
			From Sewer Fund	95,000
1301	Insurance & Benefits	13,747,902	From Sewer Fund	300,000
			From Pension Trust Fund	80,000
1303	Principal & Interest	9,850,492	Non Exempt Principal	3,863,388
			Non Exempt Interest	1,757,192
			Exempt Principal	2,570,000
			Exempt Interest	495,903
			CPA Debt Costs	1,164,009
			From Debt Stabilization Fund	24,978
			From Sewer Fund	515,000
			From CPA Fund	1,164,009
1310	Financial Committees	2,006,437	Reserve Fund	2,004,823
1410	Assessors	311,650	Salaries:	
			Stipend, each Assessor	
			(3)	1,600
			Office	246,832
1510	Legal Services	184,000		
1610	Town Clerk	252,235	Salaries:	
			Office	226,269
			Stipends	310
1620	Elections & Registrations	77,864	Personnel Costs	54,965
1750	Planning Board	238,369	Salaries	223,809
2010	Police Department	4,065,025	Salaries	3,878,491
			Capital Outlay	14,473

# LEGISLATIVE

## TOWN OF BEDFORD ANNUAL TOWN MEETING July 11, 2020

2200	Fire Department	<b>2,826,941</b>	Salaries	2,616,941
			Capital Outlay	24,080
2360	Town Center	<b>109,321</b>	Salaries	51,131
2400	Code Enforcement	<b>560,850</b>	Salaries	513,822
3000	School Department	<b>42,031,459</b>	From Impact Aid	450,000
3001	Vocational Education	<b>800,000</b>		
3500	Facilities Department	<b>2,643,178</b>	Salaries	554,664
			Capital Outlay	2,551
			Utilities	1,775,000
4000	Public Works	<b>13,762,749</b>	Salaries	3,127,087
			Snow Removal Overtime	136,800
			Snow Removal Materials	205,653
			MWRA	3,564,000
			Water Purchase	2,276,800
			Refuse/Recycling	1,648,200
			Energy	521,102
			Equipment/Materials	998,046
			Capital Outlay	7,331
			Road Resurfacing	1,277,730
			From Sewer Fund	4,631,075
			From Field Maint Fund	24,000
5000	Board of Health	<b>365,706</b>	Salaries	303,994
5001	Hazardous Waste	<b>25,618</b>		
5003	Mosquito Control	<b>42,042</b>		
5400	Bedford Local Transit	<b>64,917</b>	Salaries	64,124
5410	Council on Aging	<b>250,827</b>	Salaries	235,794
			Capital Outlay	1,093
5420	Youth & Family Services	<b>537,530</b>	Salaries	190,660
6100	Public Library	<b>1,342,705</b>	Salaries	1,054,195
			Capital Outlay	5,000
6300	Recreation Commission	<b>98,260</b>	Salaries	98,260
6910	Historic Preservation Commission	<b>1,333</b>		
TOTAL		<b><u>98,139,355</u></b>		

# LEGISLATIVE

## SPECIAL TOWN MEETING JULY 11, 2020

Bedford held a Special Town Meeting on Saturday, July 11, 2020, at Sabourin Field. Town Meeting has now been adjourned and dissolved. The results are listed below, along with the attendance count.

ARTICLE	DATE	SUBJECT	RESULT
<b>ANNUAL TOWN MEETING</b>			
1	07/11	<p><b>Debate Rules</b> – vote to adopt the following procedures for the current Special Town Meeting:</p> <p>The main motion having been submitted in advance, and presentations having been made available for viewing before the meeting, the main motions will be read by the Moderator and there will be no presentation.</p> <p>No amendment shall be accepted unless submitted in writing. A speaker presenting an amendment to an article shall be limited to three (3) minutes.</p> <p>Other speakers shall be limited to two (2) minutes.</p> <p>Town Meeting by majority vote may waive A, B, or C.</p>	Passed by Declared 2/3 Majority Vote
2	07/11	<p><b>Tax Increment Finance Agreement</b> – that the Town vote, pursuant to G.L. c. 40 §59, and G.L. c. 23A §3E and §3F, to:</p> <p>Approve a Tax Increment Financing (“TIF”) Agreement between the Town, Ultragenyx Corporation (“Company”), and Gutierrez Company (“Property Owner”), in the form substantially as on file with the Town Clerk, for property located at 170 Middlesex Turnpike and shown as Assessors Map 12, Parcel 17-1, which TIF Agreement provides for real estate tax exemptions over a nine (9) year period at the exemption rate schedule set forth therein;</p> <p>Authorize the Select Board to execute the TIF Agreement, and approve submission to the Massachusetts Economic Assistance Coordinating Council (“EACC”) of the TIF Agreement and Local Incentive-Only application, all relating to the project as described in the TIF Agreement, and any necessary documents relating thereto, and to take such other actions as are necessary or appropriate to obtain approval of the TIF Agreement, Local Incentive-Only application and related submissions and to take such other actions as necessary or appropriate to implement those documents.</p>	Passed by Declared 2/3 Majority Vote

**Attendance:** There were 212 voters in attendance at the Saturday, July 11, 2020, Special Town Meeting.

# LEGISLATIVE

## ANNUAL TOWN MEETING MAY 15, 2021

Bedford held the Annual Town Meeting on Saturday, May 15<sup>th</sup>, 2021, at Sabourin Field. Town Meeting has now been adjourned and dissolved. The results are listed below, along with the attendance count. **Attendance:** There were 324 voters in attendance at the Saturday, May 15<sup>th</sup>,

ARTICLE	DATE	SUBJECT	RESULT																				
ANNUAL TOWN MEETING																							
2	05/15/2021	Debate Rules – vote to adopt the following procedures for the current Annual Town Meeting: The main motion having been submitted in advance, and presentations having been made available for viewing before the meeting and provided in printed form at this meeting, the main motion will be read by the Moderator and there will be no presentation. No amendment shall be accepted unless submitted in writing. A speaker presenting an amendment to an article shall be limited to three (3) minutes. Other speakers shall be limited to two (2) minutes. Town Meeting by majority vote may waive A, B, or C.	Passed by Declared Simple Majority Vote																				
3	05/15/2021	Consent Article – vote that the Town adopt Article 3 as printed in the Warrant, less the phrase “pass any vote or take any action relative thereto.”	Passed by Declared Simple Majority Vote																				
4	05/15/2021	Bills or Prior Year – vote that the Town raise and appropriate \$19,907.84 to pay for outstanding invoices from FY2019 & FY2020 owed to Verizon for the purchase of sewer pump station communication services and \$3,303.00 for outstanding invoices from FY2020 owed to Renaissance Alliance Services, LLC for the purchase of Inland Marine insurance policy renewal for the period of December 17, 2019 – December 17, 2020.	Passed by Declared Unanimous Vote																				
5	05/15/2021	General Bylaw Amendment – Revolving Funds – vote that the Town amend the General Bylaw for the Town of Bedford as printed in Article 5 of the Warrant	Passed by Declared Simple Majority Vote																				
6	05/15/2021	Revolving Funds Expenditure Limits – vote that the Town adopt Article 6 as set forth in the table below: <table><tr><td>Revolving Fund</td><td>Not to Exceed Expenditure Limit</td></tr><tr><td>Board of Library Trustees Revolving Funds</td><td>\$25,000</td></tr><tr><td>Conservation Commission Revolving Fund</td><td>\$100,000</td></tr><tr><td>Depot Park Revolving Fund</td><td>\$100,000</td></tr><tr><td>Old Town Hall and Town Center Revolving Fund</td><td>\$150,000</td></tr><tr><td>Department of Public Works Refuse and Recycling Revolving Fund</td><td>\$150,000</td></tr><tr><td>Facilities Department Energy Revolving Fund</td><td>\$100,000</td></tr><tr><td>Board of Health Revolving Fund</td><td>\$35,000</td></tr><tr><td>Sewer I/I Revolving Fund</td><td>\$900,000</td></tr><tr><td>Tree Mitigation Revolving Fund</td><td>\$50,000</td></tr></table>	Revolving Fund	Not to Exceed Expenditure Limit	Board of Library Trustees Revolving Funds	\$25,000	Conservation Commission Revolving Fund	\$100,000	Depot Park Revolving Fund	\$100,000	Old Town Hall and Town Center Revolving Fund	\$150,000	Department of Public Works Refuse and Recycling Revolving Fund	\$150,000	Facilities Department Energy Revolving Fund	\$100,000	Board of Health Revolving Fund	\$35,000	Sewer I/I Revolving Fund	\$900,000	Tree Mitigation Revolving Fund	\$50,000	Passed by Declared Simple Majority Vote
Revolving Fund	Not to Exceed Expenditure Limit																						
Board of Library Trustees Revolving Funds	\$25,000																						
Conservation Commission Revolving Fund	\$100,000																						
Depot Park Revolving Fund	\$100,000																						
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Sewer I/I Revolving Fund	\$900,000																						
Tree Mitigation Revolving Fund	\$50,000																						



# LEGISLATIVE

## ANNUAL TOWN MEETING MAY 15, 2021

7	05/15/2021	Community Preservation Budget – Fiscal Year 2022 – vote that the Town appropriate or reserve the following amounts from the Community Preservation Fund for the following purposes utilizing FY2022 Community Preservation Funds unless otherwise specified:	1-7 & 14 Passed by a Declared Unanimous Vote  8, 9, 10, 12, and 13 Passed by a Declared Simple Majority Vote  11 – Postponed by Declared 2/3 Vote
8	05/15/2021	Operating Budgets – Fiscal Year 2022 – vote that the Town appropriate for expenditures in the Fiscal Year beginning July 1, 2021 the following sums to be raised from the tax levy unless otherwise herein specified (see Annual Town Meeting Motions)	Passed by Declared Majority
9	05/15/2021	Ambulance Enterprise Budget – Fiscal Year 2022 – vote that the Town appropriate the sum of \$1,064,529 to operate the Ambulance Enterprise Fund and that the following sums be appropriate for the Ambulance Enterprise Fund:  Salaries \$846,889  Operational Expenses \$198,249  Capital Outlay \$19,391  And that in order to meet said appropriation the sum of \$1,064,529 be raised as follows:  Ambulance Receipts \$929,073 Retained Earnings \$115,455  Tax Levy \$20,000	Passed by Declared Unanimous Vote

# LEGISLATIVE

## ANNUAL TOWN MEETING MAY 15, 2021

10	05/15/2021	PEG Access and Cable Expense Related Budget Fiscal Year 2022 – vote that the Town appropriate the sum of \$228,285 for the PEG Access and Cable Related Budget for the fiscal year beginning July 1, 2021; and that in order to meet such appropriation the Town will transfer \$228,285 from the PEG Access and Cable Related Fund	Passed by Declared Simple Majority
11	05/15/2021	Supplemental Operating Budget for Fiscal Year 2021 and Articles of the 2020 Annual Town Meeting – vote that the Town transfer \$9,420 from the PEG Access and Cable Related Fund to be added to the Fiscal Year 2021 PEG Access and Cable Related Budget	Passed by Declared Simple Majority
12	05/15/2021	Salary Administration Plan Bylaw Amendment – Classification & Wage Schedule – that the Town vote to adopt Article 12 as printed in the Warrant	Passed by Declared Simple Majority
13	05/15/2021	Salary Plan Additional Funding – vote that the Town raise and appropriate the sum of \$224,919 to fund salary adjustments for employees assigned to positions within the Salary Administration Plan Bylaw Classification and Wage Schedule, Section A, as printed in the warrant, less the phrase “pass any vote or take any action relative thereto.”	Passed by Declared Simple Majority
14	05/15/2021	Appropriate Funds for Bedford Police Officers Association Collective Bargaining Agreement – FY2021-2023 – vote that the Town transfer the sum of \$52,223 to be added to Article 31, Operating Budgets – FY2021, Account #2010, Police Department, as voted at the 2020 Annual Town Meeting with \$52,223 to be added to the Salaries segregation therein to fund the provisions of a Collective Bargaining Agreement between the Town of Bedford and the Police Officers Association, commencing July 1, 2020 for the Bedford Police Officers Association, by transferring \$52,223 from said Article 31, Operating Budget Fiscal Year 2021, Account Number 1220, Select Board	Passed by Declared Unanimous Vote
15	05/15/2021	Appropriate Funds for Transportation Infrastructure Fund – vote that the Town appropriate the sum of \$6,734.30 received from the Commonwealth Transportation Infrastructure Fund for purposes of transportation services in the Town of Bedford	Passed by Declared Simple Majority
16	05/15/2021	Supplement Accrued Leave Fund – vote that the Town raise and appropriate \$100,000 to supplement a fund established by Article 25 of the 1994 Annual Town Meeting to offset the anticipated annual future costs of Town employee accumulated leave payments for such purpose	Passed by Declared Simple Majority
17	05/15/2021	Stabilization Fund Appropriation – that the Town transfer the amount of \$1,900,000 from the Stabilization Fund to fund the Finance Committee Reserve Fund	Passed by Declared 2/3 Majority
18	05/15/2021	Free Cash – that the Town transfer \$7,125,470 from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2021	Passed by Declared Simple Majority

# LEGISLATIVE

## ANNUAL TOWN MEETING MAY 15, 2021

19	05/15/2021	<p>Proposed Fiscal Year 2022 Capital Projects Plan – vote that the Town appropriate the following sums for the items contained within the following proposed Fiscal Year 2022 Capital Projects Plan with the appropriation being raised under the tax levy unless otherwise specified:</p> <table><tr><th>#</th><th>Project</th><th>FY22 Total</th></tr><tr><td>22-01</td><td>All Schools – Durable Furniture and Equipment Replacement (Tax levy)</td><td>\$43,775</td></tr><tr><td>22-02</td><td>All Schools – Floor Scrubber Replacement (Tax levy)</td><td>\$32,878</td></tr><tr><td>22-03</td><td>All Schools – Flooring (Tax levy)</td><td>\$56,658</td></tr><tr><td>22-04</td><td>All Schools – Info Tech Plan Replacement (Tax levy)</td><td>\$473,700</td></tr><tr><td>22-05</td><td>All Schools – Interior Painting (Tax levy)</td><td>\$56,658</td></tr><tr><td>22-06</td><td>All Schools – Photocopier Replacements (Tax levy)</td><td>\$49,881</td></tr><tr><td>22-07</td><td>All Schools – Program Space Modifications (Tax levy)</td><td>\$43,837</td></tr><tr><td>22-08</td><td>Cardiac Heart Monitor #2 Replacement (Tax levy)</td><td>\$40,454</td></tr><tr><td>22-09</td><td>John Glenn Middle School – Building Systems Recommissioning (Tax levy)</td><td>\$115,728</td></tr><tr><td>22-10</td><td>Large Dump Truck Replacement (Tax levy)</td><td>\$265,000</td></tr><tr><td>22-11</td><td>Large Equipment Replacement (Tax levy)</td><td>\$115,000</td></tr><tr><td>22-12</td><td>Police/Fire/DPW Water Tanks – Security System – Video Surveillance Replacement (Tax levy)</td><td>\$384,000</td></tr><tr><td>22-13</td><td>Sabourin Complex Updates (Tax levy)</td><td>\$15,000</td></tr><tr><td>22-14</td><td>Town – Copier Replacements (Tax levy)</td><td>\$12,000</td></tr><tr><td>22-15</td><td>Town – IT Equipment and Projects (Tax levy)</td><td>\$167,596</td></tr><tr><td>22-16</td><td>Tick Barrier and Protection (Tax levy)</td><td>\$20,000</td></tr><tr><td>22-17</td><td>Vehicle and Equipment Replacement (Tax levy)</td><td>\$462,000</td></tr><tr><td>22-18</td><td>Sewer Force Main Evaluation</td><td>\$77,250</td></tr><tr><td>22-19</td><td>Shawsheen Well Site Improvements</td><td>\$103,000</td></tr><tr><td>22-20</td><td>Stormwater Permit Requirements</td><td>\$150,689</td></tr><tr><td>22-22</td><td>Sewer Pump Station Program</td><td>\$819,015</td></tr><tr><td>22-23</td><td>Water Main Improvement Project</td><td>\$895,585</td></tr><tr><td>22-24</td><td>Water Tank Rehabilitation</td><td>\$267,947</td></tr><tr><td>22-25</td><td>Sidewalk/Municipal Hardscape Improvements</td><td>\$736,000</td></tr><tr><td>22-26</td><td>Transportation Improvements</td><td>\$3,820,000</td></tr></table>	#	Project	FY22 Total	22-01	All Schools – Durable Furniture and Equipment Replacement (Tax levy)	\$43,775	22-02	All Schools – Floor Scrubber Replacement (Tax levy)	\$32,878	22-03	All Schools – Flooring (Tax levy)	\$56,658	22-04	All Schools – Info Tech Plan Replacement (Tax levy)	\$473,700	22-05	All Schools – Interior Painting (Tax levy)	\$56,658	22-06	All Schools – Photocopier Replacements (Tax levy)	\$49,881	22-07	All Schools – Program Space Modifications (Tax levy)	\$43,837	22-08	Cardiac Heart Monitor #2 Replacement (Tax levy)	\$40,454	22-09	John Glenn Middle School – Building Systems Recommissioning (Tax levy)	\$115,728	22-10	Large Dump Truck Replacement (Tax levy)	\$265,000	22-11	Large Equipment Replacement (Tax levy)	\$115,000	22-12	Police/Fire/DPW Water Tanks – Security System – Video Surveillance Replacement (Tax levy)	\$384,000	22-13	Sabourin Complex Updates (Tax levy)	\$15,000	22-14	Town – Copier Replacements (Tax levy)	\$12,000	22-15	Town – IT Equipment and Projects (Tax levy)	\$167,596	22-16	Tick Barrier and Protection (Tax levy)	\$20,000	22-17	Vehicle and Equipment Replacement (Tax levy)	\$462,000	22-18	Sewer Force Main Evaluation	\$77,250	22-19	Shawsheen Well Site Improvements	\$103,000	22-20	Stormwater Permit Requirements	\$150,689	22-22	Sewer Pump Station Program	\$819,015	22-23	Water Main Improvement Project	\$895,585	22-24	Water Tank Rehabilitation	\$267,947	22-25	Sidewalk/Municipal Hardscape Improvements	\$736,000	22-26	Transportation Improvements	\$3,820,000	<p>22-01 – 22-15 &amp; 22-17 - 22-18 Passed by Declared Unanimous Vote</p> <p>22-16 Passed by Declared Simple Majority</p> <p>22-19 – 22-20 Passed by Declared 2/3 Majority</p> <p>22-22 – 22-24 Passed by Declared Unanimous Vote</p> <p>22-25 -22-26 Passed by Declared 2/3 Majority</p>
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## ANNUAL TOWN MEETING MAY 15, 2021

20	05/15/2021	Bond Authorization – Police Station Addition/Renovation – vote that the Town appropriate \$4,100,000 for constructing, equipping and furnishing an addition or additions and remodeling, reconstructing and making extraordinary repairs to the Police Station; that to meet this appropriation the Treasurer with the approval of the Select Board is authorized to borrow said amount under G.L. c.44, Section 7(1), or any other enabling authority; and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount	Passed by Declared 2/3 Majority
21	05/15/2021	Bond Authorization – HVAC Replacement – Bedford Free Public Library – vote that the Town appropriate \$2,500,000 for constructing, equipping and furnishing of a new HVAC system at the Bedford Free Public Library; that to meet this appropriation the Treasurer with the approval of the Select Board is authorized to borrow said amount under G.L. c. 44, Section 7(1), or any other enabling authority; and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount	Passed by Declared 2/3 Majority
22	05/15/2021	Bond Authorization – Inflow/Infiltration – vote that the Town appropriate \$669,500 for the construction, reconstruction, investigation, and design of sewers and related infiltration/inflow improvements; that to meet this appropriation the Treasurer with the approval of the Select Board is authorized to borrow said \$669,500 under G.L. c. 44, Section 7(1), or any other enabling authority; that the Treasurer with the approval of the Select Board is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority and to enter into a loan agreement and financial assistance agreement with such Authority in connection therewith; that the Select Board are authorized to contract for and expend any federal, state or other aid for the project; and that the amount of the borrowing shall be reduced by any grants or aid received prior to the issuance of bonds or notes hereunder	Passed by Declared 2/3 Majority
23	05/15/2021	Zoning Bylaw Amendment – Accessory Dwelling Units – vote that the Town approve amendments to the Bedford Zoning Bylaw as printed in Article 23 of the Warrant, less the phrase “pass any vote or take any action relative thereto.”	Passed by a hand count. 179 in favor 36 opposed
24	05/15/2021	Zoning Bylaw Amendment – Accessory Dwelling Units – Bonus for Universal Design or Enhanced Energy Efficiency – vote that the Town approve amendments to the Bedford Zoning Bylaw as printed in Article 24 of the Warrant, less the phrase “pass any vote or take any action relative thereto.”	Passed by Declared 2/3 Majority

# LEGISLATIVE

## ANNUAL TOWN MEETING MAY 15, 2021

25	05/15/2021	Zoning Bylaw Amendment – Assisted Living Overlay District – vote that the Town approve amendments to the Bedford Zoning Bylaw as printed in Article 25 of the Warrant, less the phrase “pass any vote or take any action relative thereto.”	Passed by Declared 2/3 Majority
26	05/15/2021	Zoning Map Amendment – Assisted Living Overlay District – vote that the Town approve amendments to the Bedford Zoning Map as printed in Article 26 of the Warrant, less the phrase “pass any vote or take any action relative thereto.”	Passed by Declared 2/3 Majority
27	05/15/2021	Zoning Bylaw Amendments – Site Plan Approval – vote that the Town approve amendments to the Bedford Zoning Bylaw as printed in Article 27 of the Warrant, less the phrase “pass any vote or take any action relative thereto.”	Passed by Declared 2/3 Majority
28 29 30	05/15/2021	General Bylaw Amendments – Universal Changes and Housekeeping Changes General Bylaw Amendments – Clarifying or Substantive Changes General Bylaw Amendment – Article 40, Control and Management of Hazardous Materials Vote to approve amendments to the General Bylaws as printed in Articles 28-30 of the Warrant	Passed by Declared Simple Majority
31	05/15/2021	General Bylaw – Proposed New Article, Bedford Arbor Resources Committee – vote that the Town add to the General Bylaws of the Town of Bedford under Article 31 as printed in the Warrant	Passed by Declared Simple Majority
32	05/15/2021	General Bylaw – Proposed New Article, Patriotic Holiday Committee – vote that the Town add to the General Bylaws of the Town of Bedford under Article 32 as printed in the Warrant	Passed by Declared Simple Majority
33	05/15/2021	General Bylaw – Proposed New Article, Energy and Sustainability Committee – vote that the Town add to the General Bylaws of the Town of Bedford under Article 33 as printed in the Warrant	Passed by Declared Simple Majority
34	05/15/2021	Indigenous People Day Recognition – vote that the Town adopt Article 34 as printed in the Warrant	Passed by Declared Simple Majority
35	05/15/2021	Disabled and Senior Tax Relief Fund – vote that the Town accept M.G.L. Chapter 60, Section 3D, as printed in the Warrant	Passed by Declared Simple Majority
36	05/15/2021	Street Acceptance – Irene Road – vote that the Town accept the layout by the Select Board of a way named Irene Road, said way runs from Pine Hill Road, a distance of 500 feet more or less, as shown on plan entitled “Roadway As-Built Plan, Irene Road, Bedford, Massachusetts”, prepared by Waypoint Surveying Services, dated October 7, 2020, with a revision date of April 1, 2021, a copy of which is available for inspection in the Planning Board Office, and to authorize the Select Board to accept by voluntary conveyance any interests in land it deems necessary to maintain Irene Road as a public way	Passed by a Declared Unanimous Vote
37	05/15/2021	Acceptance of Grant of Open Space – Irene Road – vote that the Town Meeting indefinitely postpone Article 37	Passed by Declared 2/3 Majority
38	05/15/2021	Acceptance of M.G.L. Chapter 41, Section 110A – vote that the Town accept M.G.L. Ch. 41, Section 110A, as printed in the Warrant	Passed by Declared Simple Majority
39	05/15/2021	300 <sup>th</sup> Anniversary Stabilization Fund – vote that the Town raise and appropriate the sum of \$10,000 to the 300 <sup>th</sup> Anniversary Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B	Passed by Declared Simple Majority



## **Volunteer Opportunities and the Appointment Process**

All Town boards and committees consist of volunteers who reside in Bedford and are registered voters. These volunteers work toward solving complex issues and setting or recommending policy that helps to shape the kind of community in which we live. Bedford is fortunate to have many potential volunteers whose skill and technical knowledge can be applied in the Town Government. There are various opportunities available to correspond with your expertise and/or interest.

Why volunteer? There are as many reasons as there are volunteers. Here are a few:

- Learn more about your community
- Meet people
- Watch your ideas get implemented
- Be aware of important events in town
- Take charge of a project
- Add to your resume
- Help guide your community

Vacancies can occur throughout the year. Terms of office vary from one to three years. Please go to: [bedfordma.gov/vcc](http://bedfordma.gov/vcc) to view the current list of vacancies and to download the Volunteer Questionnaire.